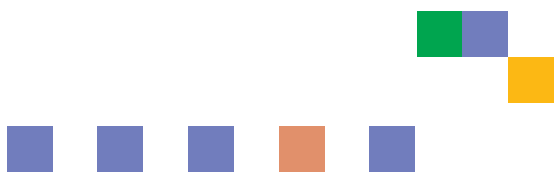


RICOH



AficioTM

1060/1075

Operating Instructions
Copy Reference



For safety, please read this manual carefully before you use this product and keep it handy for future reference.





RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-(0)3-3479-3111

Overseas Affiliates

U.S.A.

RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands

RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom

RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany

RICOH DEUTSCHLAND GmbH
Mergenthalerallee 38-40,
65760 Eschborn
Phone: +49-(0)6196-9060

France

RICOH FRANCE S.A.
383, Avenue du Général de Gaulle
BP 307-92143 Clamart Cedex
Phone: +33-(0)-821-01-74-26

Spain

RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

Hong Kong

RICOH HONG KONG LTD.
21/F., Tai Yau Building,
181, Johnston Road,
Wan Chai, Hong Kong
Phone: +852-2862-2888

Singapore

RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-830-5888

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four GaAlAs laser diode, 10-milliwatt, 770-810 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the right side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ p.ii "Machine Types".)

- Type1: Aficio 1060
- Type2: Aficio 1075

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source

220 - 240V, 50/60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in General Settings Guide.



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

- WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Machine Types

This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	60 copies/minute (A4 \square , 8 ¹ / ₂ " \times 11" \square)	75 copies/minute (A4 \square , 8 ¹ / ₂ " \times 11" \square)

Functions that Require Options

The available functions depend on your machine configuration and which options you have. See the table below.

○ Required options

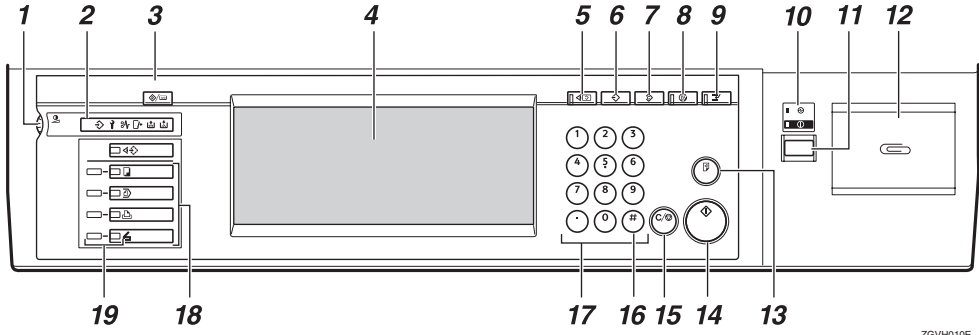
Functions		Copying onto the Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch
Options	Tab Sheet Fence	○					
	Shift Tray		○	○			
	Finisher 3000M		○	○	○		○ *1
	Booklet Finisher		○	○	○	○	○ *1
	Finisher 3000B		○	○	○		○ *1

*1 To use the Punch function, you need an optional Punch Kit.

Control Panel

Note

- This illustration shows the Control Panel of the machine with options fully installed.



ZGVH010E

1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show the status of the machine or indicate errors. ⇒ "Troubleshooting" in the General Settings Guide.

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. ⇒ p.91 "User Tools (Copy/Document Server Features)"
- Counter
Press to check or print the Counter value. ⇒ "Counter" in the General Settings Guide.
- Inquiry
Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. ⇒ "Inquiry" in the General Settings Guide.

4. Display panel

Shows operation status, error messages, and function menus. ⇒ "Display Panel" in the General Settings Guide.

5. [Check Modes] key

Press to check the entered copy job settings.

6. [Program] key

Press to store or recall a program. ⇒ p.83 "Programs"

7. [Clear Modes] key

Press to clear the previously entered copy job settings.

8. [Energy Saver] key

Press to switch to and from the Energy Saver mode. ⇒ "Saving Energy" in the General Settings Guide.

9. [Interrupt] key

Press to interrupt a long copy job to make copies. ⇒ p.16 "Interrupt Copy"

10. Main power indicator, On indicator

The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

The **On** indicator goes on when the operation switch is turned on and goes off when the switch is turned off.

Important

- Do not turn the main power off while the **On** indicator is flashing. The hard disk may malfunction.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off). ⇒ "Turning On the Power" in the General Settings Guide.

12. Clip Tray

Put clips and staples removed.

13. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.39 "Sample Copy"

14. [Start] key

Press to start copying. Press to start scanning and printing in Document Server mode.

15. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress. Press to stop Scanning and printing in Document Server mode.

16. [#] key

Press to enter a value.

17. Number keys

Use to enter the desired number of copies, and data for selected modes.

18. Function keys

These keys switch display to the operating screen of each functions. Follow the instructions displayed by switching between screen with the function keys.

19. Function Status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

Common Key Operations

The following keys are common to all screens.

[Exit]	Returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[▲Prev.] [▼Next]	Moves to the previous or the next page when all the functions cannot be displayed on one page.

TABLE OF CONTENTS

What You Can Do With This Machine.....	1
--	---

1. Placing Originals

Originals	5
Sizes and Weights of Recommended Originals.....	5
Sizes Detectable by the Auto Paper Select.....	6
Missing Image Area.....	8
Direction-fixed paper or 2-sided paper.....	9
Placing Originals	10
Original Orientation.....	10
Placing Originals on the Exposure Glass.....	11
Placing Originals in the Document Feeder.....	11

2. Copying

Basic Procedure	15
Auto Start.....	16
Interrupt Copy.....	16
Original Beeper.....	16
Copy Face Up.....	17
Job Preset.....	17
Copying onto Tab Stock.....	19
Copying from the Bypass Tray	20
Copy Functions	22
Adjusting Copy Image Density.....	22
Selecting Original Type Setting.....	23
Selecting Copy Paper.....	24
Preset Reduce/Enlarge.....	27
Zoom.....	28
Auto Reduce/Enlarge.....	29
Size Magnification.....	30
Directional Magnification (%).....	30
Directional Size Magnification (mm).....	31
Sort.....	32
Stack.....	34
Staple.....	35
Sample Copy.....	39
Changing the Number of Sets.....	39
Punch.....	40
Duplex.....	43
1 Sided Combine.....	45
2 Sided Combine.....	47
Series Copies.....	48
2 Sided→1 Sided.....	51

Copying Book Originals.....	52
Image Repeat.....	54
Double Copies.....	55
Centering.....	56
Scanning Position	57
Erase.....	58
3 Edges Full Bleed	63
Margin Adjustment	64
Background Numbering	65
Preset Stamp	65
User Stamp	67
Date Stamp	70
Page Numbering	71
Covers.....	75
Designate	76
Chapter	77
Blank Slip Sheets	77
Slip Sheets	78
Storing Originals in the Document Server	80

3. Program

Programs.....	83
Storing a Program	83
Deleting a Program	84
Recalling a Program.....	84

4. Troubleshooting

If Your Machine Does Not Operate as You Want.....	85
When a Message is Displayed.....	85
If You Cannot Make Clear Copies	86
If You Cannot Make Copies As You Want.....	87
When Memory Is Full	89

5. User Tools (Copy/Document Server Features)

User Tools Menu (Copier/Document Server Features)	91
Accessing the User Tools (Copy/Document Server Features)	98
Exiting From the User Tools.....	99
General Features ¹ / ₅	99
General Features ² / ₅	101
General Features ³ / ₅	101
General Features ⁴ / ₅	102
General Features ⁵ / ₅	102
Reproduction Ratio ¹ / ₂	102
Reproduction Ratio ² / ₂	102
Edit ¹ / ₂	103
Edit ² / ₂	104
Stamp.....	105
Input/Output ¹ / ₂	107
Input/Output ² / ₂	109

6. Specifications

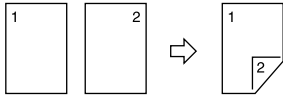
Combination Chart	111
Supplementary Specifications	112
INDEX	127

What You Can Do With This Machine

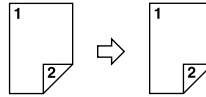
Types of Duplex Copies

The functions available may vary according to the options installed. For details p.3 ⇒ "Functions that Require Options"

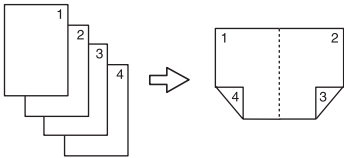
● 1-sided 2 Pages → 2-sided 1 Page ⇒ p.43
 " ❖ 1 Sided → 2 Sided"



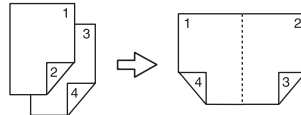
● 2-sided 1 Page → 2-sided 1 Page ⇒ p.43
 " ❖ 2 Sided → 2 Sided"



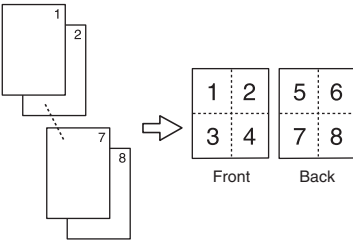
● 1-sided 4 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 4 Pages → Combine 2 Side"



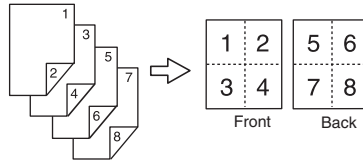
● 2-sided 2 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 2 Sided 4 Pages → Combine 2 Side"



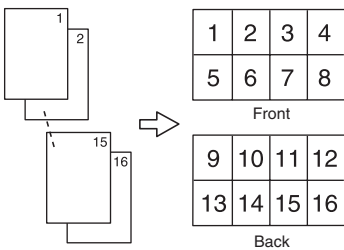
● 1-sided 8 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 8 Pages → Combine 2 Side"



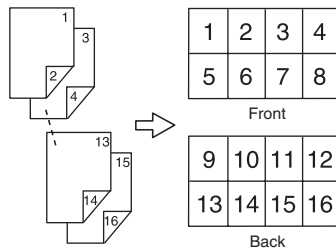
● 2-sided 4 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 2 Sided 8 Pages → Combine 2 Side"



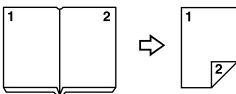
● 1-sided 16 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 16 Pages → Combine 2 Side"



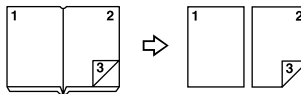
● 2-sided 8 Pages → 2-sided 1 Page ⇒ p.48
 " ❖ 2 Sided 16 Pages → Combine 2 Side"



● Bound Originals → 2-sided Pages ⇒ p.49
 " ❖ Book → 2 Sided"



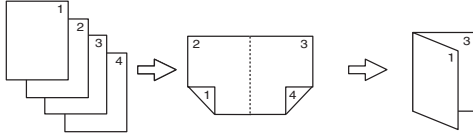
● Front/Back Bound Originals → 2-sided Pages ⇒ p.49
 " ❖ Front & Back → 2 Sided"



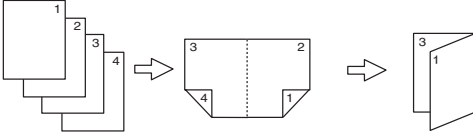
Copying Book Originals

● 1-sided 4 Pages → Booklet (⇒ P.52 " ❖ 1 Sided → Booklet)

Open to Left

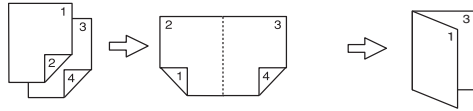


Open to Right

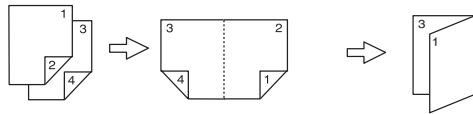


● 2-sided 2 Pages → Booklet (⇒ P.52 " ❖ 2 Sided → Booklet)

Open to Left

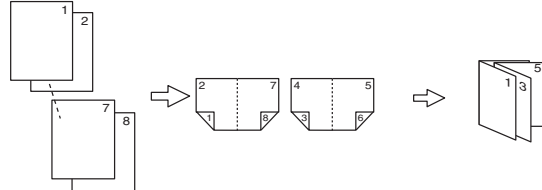


Open to Right

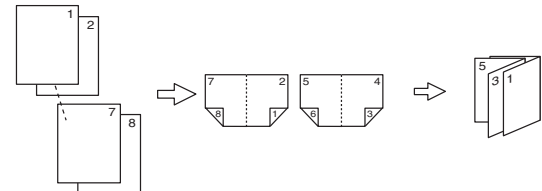


● 1-sided → Magazine (⇒ P.52 " ❖ 1 Sided → Magazine)

Open to Left

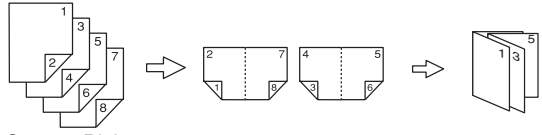


Open to Right

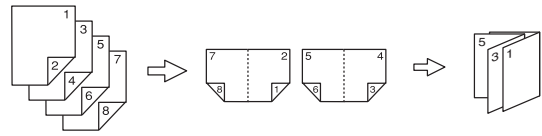


● 2-sided → Magazine (⇒ P.53 " ❖ 2 Sided → Magazine)

Open to Left



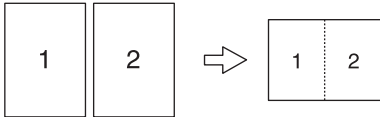
Open to Right



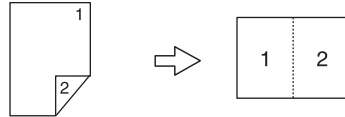
Combining Multiple Pages onto a Single Page (⇒ p.45 "1 Sided Combine")

The functions available may vary according to the options installed. For details, see p.3 "Functions that Require Options".

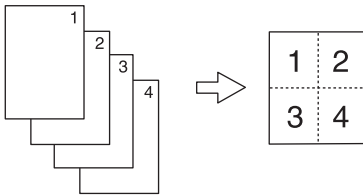
● 1-sided 2 Pages → 1-sided 1 Page



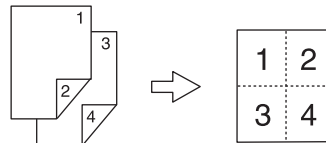
● 2-sided 1 Page → 1-sided 1 Page



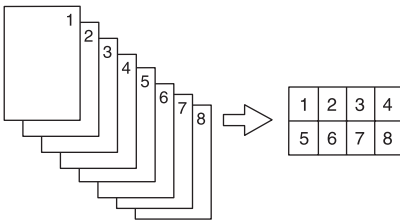
● 1-sided 4 Pages → 1-sided 1 Page



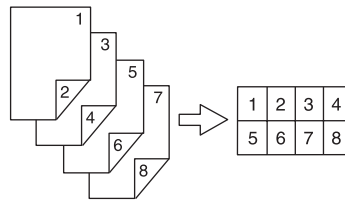
● 2-sided 2 Pages → 1-sided 1 Page



● 1-sided 8 Pages → 1-sided 1 Page

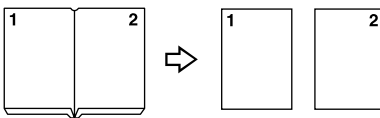


● 2-sided 4 Pages → 1-sided 1 Page



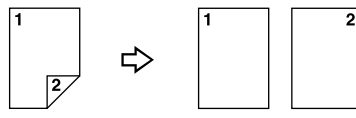
❖ Copying Originals Such as Books (⇒ p.48 "Series Copies")

● Bound Originals → 1-sided Pages

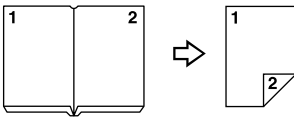


Copying 2-Sided Pages onto 1-Sided Pages (⇒ P.51 "2 Sided → 1 Sided")

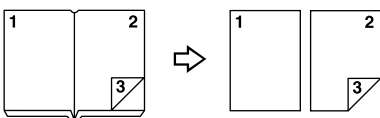
● 2-sided 1 page → 1-sided 2 pages



● Bound Originals → 2-sided Pages



● Front/Back Bound Originals → 2-sided Pages









1. Placing Originals







Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3  - B6  	40 – 128g/m ²
	2-sided originals: A3  - A5  	52 – 128g/m ²

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17"  - 5 ¹ / ₂ " × 8 ¹ / ₂ "  	11 – 34 lb.
	2-sided originals: 11" × 17"  - 5 ¹ / ₂ " × 8 ¹ / ₂ "  	14 – 34 lb.

Note

- The number of originals that can be placed in the document feeder is about 100.
- The weight range for originals in the Mixed Size mode is 52–81.4g/m², 13.8–21.7 lb.

Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in p.5 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals












- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

 **Note**

The original might become dirty if it is written with a pencil or a similar tool.














Sizes Detectable by the Auto Paper Select

❖ Metric version

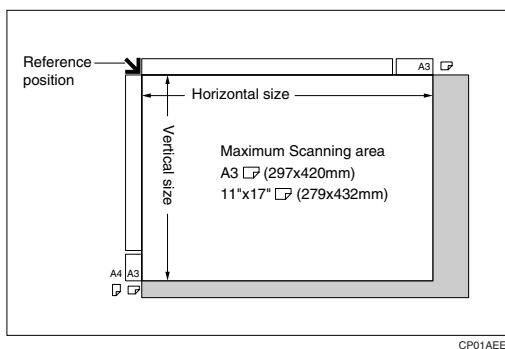
Size	A3 	B4 	A4 	B5 	A5 	B6 	11" × 17" 	8 ¹ / ₂ " × 14" 	8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ " 	8 ¹ / ₂ " × 13" 
Location of the original											
Exposure glass	○	○	○	○	×	×	×	×	×	×	○
Document feeder	○	○	○	○	○	○	○	×	○	×	○

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" or 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the General Settings Guide.

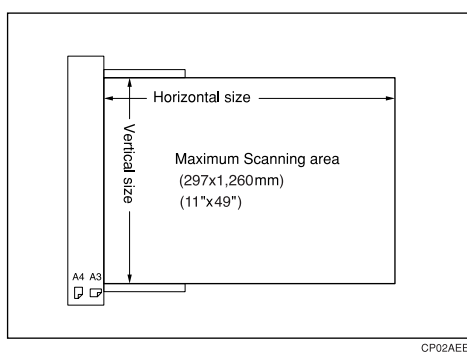
❖ Inch version

Size	A3 	B4 	A4 	B5 	A5 	11" × 17" 	8 ¹ / ₂ " × 14" 	8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ " 	8 ¹ / ₂ " × 13" 	11" × 15" 	8" × 10" 	10" × 14" 
Location of the original													
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
Document feeder	○	×	○	×	×	○	○	○	○	○	○	○	○

❖ Exposure glass



❖ Document feeder



Sizes difficult to detect

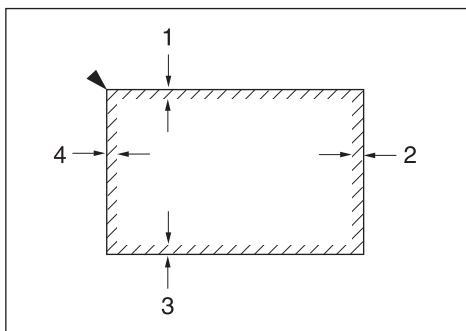
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

1

Even if you correctly place originals in the document feeder or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.




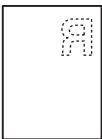
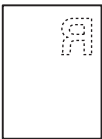



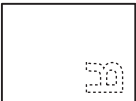


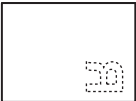


GCGENK2E

1. 0.5mm, 0.02"
2. 1mm or more, 0.04" or more
3. 0.5mm - 3.5mm, 0.02" - 0.14"
4. 2 - 6mm, 0.08" - 0.24"

Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ p.109 "Letterhead Setting"

1

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray
		Paper placing direction 	1 Sided	
	2 Sided			
Paper placing direction 	1 Sided			 *1
	2 Sided			

*1 When the paper size is specified.

GGH100E

Placing Originals

1

Note

- Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

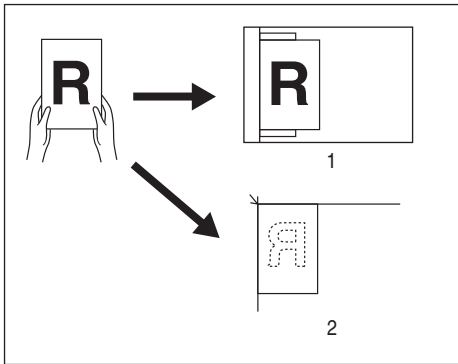
Reference

For document sizes you can set. => p.5 "Originals".

Original Orientation

When you place the original into the document feeder, place the original with the face up as you can read the contents.

When you place the original on the exposure glass, place the original face down.



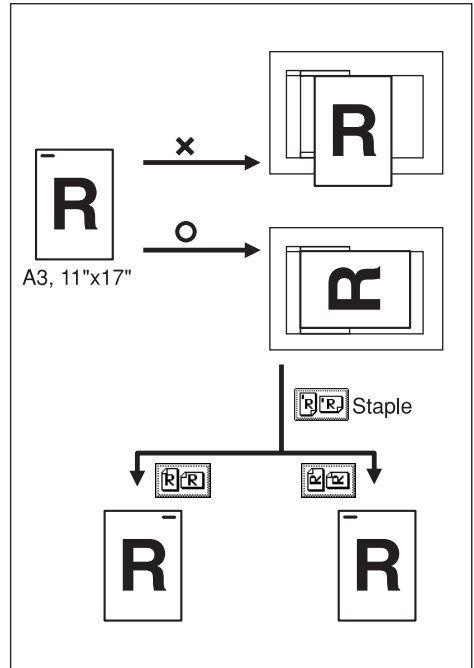
ZGVX010E

1. Document feeder

2. Exposure glass

When you cannot place the originals as described because the original size is A3 or A4 or because of the originals condition, you cannot staple the copies as you want. In this case, select for the Original Orientation.

Example) When you want to staple copies, but you cannot select because the original size is A3, selecting enables you to staple copies correctly.

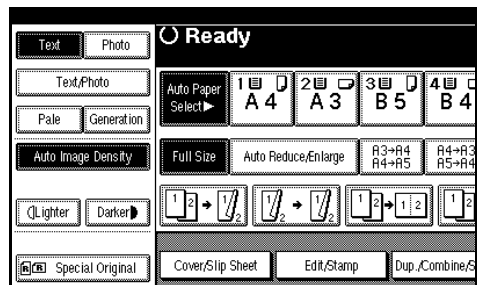




GCGSET3E

Note

- It is recommended to use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

1 Press the [Special Original] key.



- 2** Select the original orientation ( or ) and press the [OK] key.

Placing Originals on the Exposure Glass

Reference

Related Initial Setting ⇒ p.109
“Eject Copy Face Up/Down in Glass”

- 1** Lift the exposure glass cover or the document feeder.

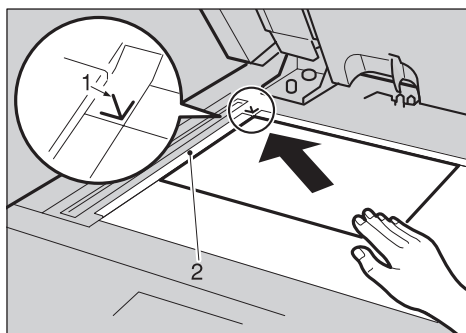
Important

- Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

Note

- Be sure to open the exposure glass cover or the document feeder by more than 30°. Otherwise, the size of the original might not be detected correctly.

- 2** Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



ZGMH012E

1. Reference mark
2. Left scale

Note

- Start with the first page to be copied.

- 3** Lower the exposure glass cover or the document feeder.

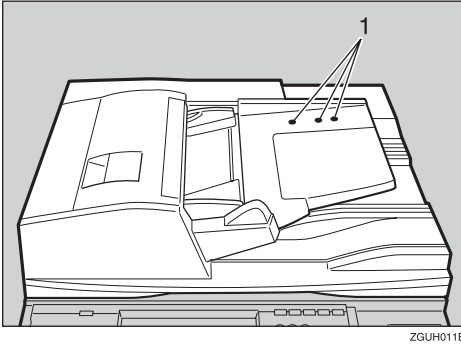
Placing Originals in the Document Feeder

Settings should be made in the following situations:

- ❖ **When placing originals one by one:**
⇒ p.13 “SADF mode”
- ❖ **When placing originals consisting of more than 100 pages:**
⇒ p.12 “Batch mode”
- ❖ **When copying originals of various sizes:**
⇒ p.13 “Mixed Size mode”
- ❖ **When placing custom size originals:**
⇒ p.14 “Placing Custom Size Originals”

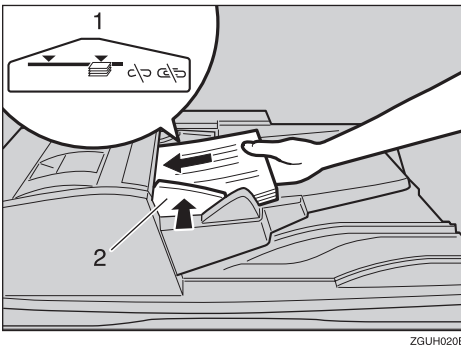
Note

- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- The last page should be on the bottom.
- When you copy 2-sided originals, both front and back sides of each original are scanned at once.
- Do not place any foreign objects on the sensors or cover them with your hands. This could cause the size not to be detected properly or a malfunction.



1. Sensors

- 1 Set the document guide to the original size.
- 2 Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.



1. Limit mark
2. Document guide

Note

- Straighten curls in the original before placing it on the document feeder (ADF).
- To prevent multiple sheets from being fed at once, fan the original before placing it on the document feeder (ADF).
- Set the original squarely.

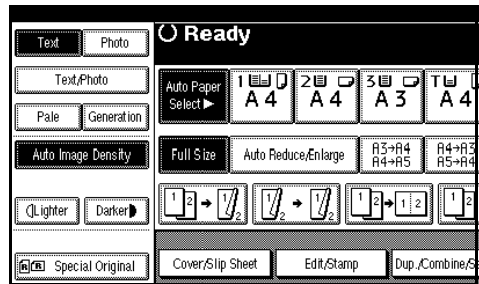
Batch mode

In the batch mode, the machine copies an original including more than 100 pages as one document, even if it is placed on the document feeder in parts.

Important

- When placing special originals such as translucent paper, place them one by one.

1 Press the [Special Original] key.



2 Select the [Batch] key, and then press the [OK] key.

Note

- When [Batch] is not displayed, change the settings in ⇒ p.107 "Switch to Batch (SADF)".

3 Place the first part of the original, then press the [Start] key.

4 After the first part of the original has been fed, place the next part and then press the [Start] key.

Note

- If you want to copy the subsequent originals in this mode, repeat step 4.

5 When the Sort, Combine or 1 Sided → 2 Sided mode has been set, press the [#] key after all originals have been scanned.

SADF mode

In SADF mode, even when an original is placed page by page in the document feeder (ADF), each page is automatically fed when placed.

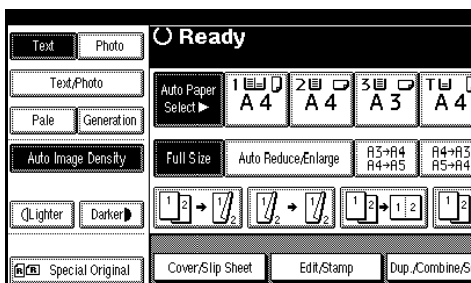
Preparation

To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.107 "Switch to Batch (SADF)"

Reference

Related Initial Settings ⇒ p.107 "SADF Auto Reset"

1 Press the **[Special Original]** key.



2 Press the **[SADF]** key, and then press the **[OK]** key.

3 Place one page of an original, and then press the **[Start]** key.

The Auto Feed indicator is shown on the display.

4 When the machine instructs you to place another original, place the next page.

The second and subsequent pages will be fed automatically without pressing the **[Start]** key.

Mixed Size mode

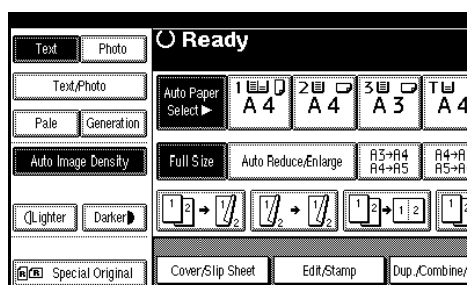
When you place different size originals in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Note

- When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- The sizes of the originals that can be placed together with this function are as follows:

Metric version	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/>
Inch version	11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/> , 5 ¹ / ₂ " × 8 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/>

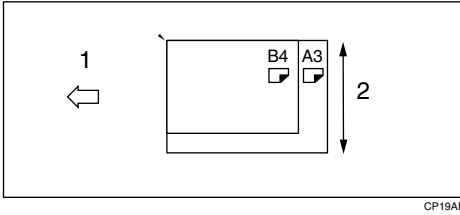
1 Press the **[Special Original]** key.



2 Press the **[Mixed size]** key, and then press the **[OK]** key.

1

- Align the rear and left edges of the originals as shown in the illustration.



1: Place in into the document feeder.

2: Vertical size

- Adjust the guide to the widest original size.
- Place the aligned originals face up into the document feeder.
- Press the **[Start]** key.

- Press the **[Custm Size Ori.]** key.
- Enter the horizontal size of the original with the Number keys, and then press the **[#]** key.

Note

- If you make a mistake, press the **[Print Inquiry List]** or **[Clear/Stop]** key, and then enter the value again.

- Enter the vertical size of the original with the Number keys, and then press the **[#]** key.
- Press the **[OK]** key.
- Place the originals, and then press the **[Start]** key.

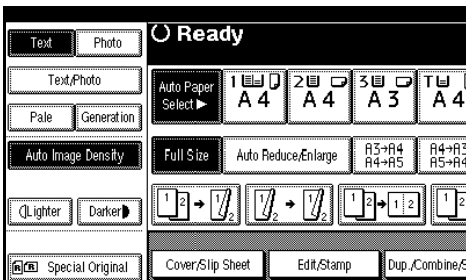
Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

Note

- Paper that has a vertical length of 128–297mm (5" – 11") and a horizontal length of 128–1260mm (5" – 49.6") can be placed with this function.

- Press the **[Special Original]** key.



2. Copying

Basic Procedure

- 1** When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the **[#]** key.

The machine is ready to copy.

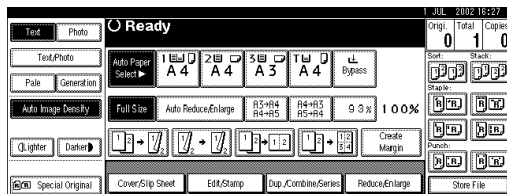
Reference

For Users Code, see ⇒“Key Operator Tools”in the General Settings Guide.

- 2** Make sure that "Ready" is displayed on the screen.

If any other function is displayed, press the **[Copy]** key.

❖ Initial copy display



- 3** Make sure that there are no previous settings remaining.

Note

- When there are previous settings remaining, press the **[Reset]** key and enter again.

- 4** Place the originals.

Reference

⇒ p.10 “Placing Originals”

- 5** Set the desired settings.

Reference

Please refer to each functions.

- 6** Enter the number of copies required with the number keys.

Note

- The maximum copy quantity that can be set is 999.

- 7** Press the **[Start]** key.

The machine starts copying.

Note

- When you place originals on the exposure glass, press the **[#]** key after all originals are scanned.
- Copies are delivered face down.

How to Operate

- ❖ To stop the machine during a multi-copy run.
⇒Press the **[Clear/Stop]** key.

- ❖ To return the machine to the initial condition after copying.
⇒Press the **[Clear Modes]** key.

- ❖ When clearing entered values.
⇒Press the **[Clear/Stop]** key or the **[Clear]** key on the display.

- ❖ To confirm the settings.
⇒Press the **[Check Modes]** key.

Auto Start

Copy starts automatically when the machine is ready for copy.

1 Set the copy contents while “Select copy mode and press **[Start]**” and “Scanning originals can be started” are displayed alternately.

2 Set the original.

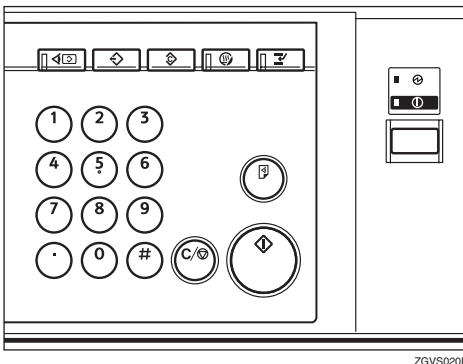
3 Press the **[Start]** key.

The machine scans the original when the machine is ready for copy, it starts copying automatically.

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

1 Press the **[Interrupt]** key.



When the originals stop scanning

1 Remove the originals that were being copied and place the originals you wish to copy.

2 Press the **[Start]** key.

The machine starts making your copies.

3 When your copy job is finished, remove the originals and copies.

4 Press the **[Interrupt]** key again.

The **Interrupt** indicator goes off.

5 When the display prompts you, set the remaining originals again before interrupting.

6 Press the **[Start]** key.

Note

- The previous copy job settings will be restored and the machine will continue copying from where it left off, by pressing the **[Start]** key.

When the machine keeps copying

1 Place the originals you wish to copy.

2 Press the **[Start]** key.

The machine stops the other original job and starts copying your original.

3 When copying is complete, remove the originals and copies.

4 Press the **[Interrupt]** key again.

The **Interrupt** indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

The beeper sounds and an error message is displayed when you leave the originals on the exposure glass after copying.

Reference

⇒ p.101 “Tone: Original remains”

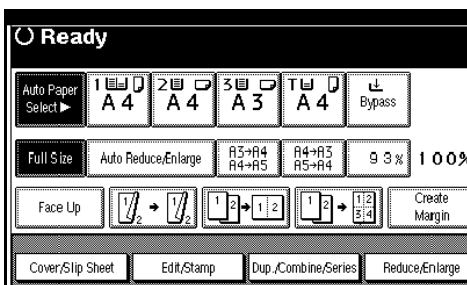
Copy Face Up

Use this function to reverse the order of copies.

Preparation

Before using this function, register "Face up" for a copy function key.
⇒ p.101 "Copy Function Key: F1-F5"

1 Press the [Face Up] key.



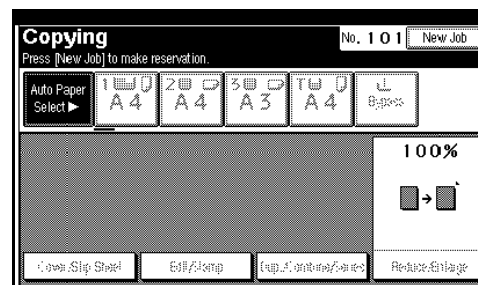
2 Place the originals, and then press the [Start] key.

Job Preset

You can set up the next copy content during copy.

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically. You can setup up to 8 copy jobs.

1 Press the [New Job] key when "Copying" is shown.



2 Set up the next copy job.

3 Place the originals in the document feeder, and then press the [Start] key.

All originals are scanned.

After the current copy job, the next job starts automatically.

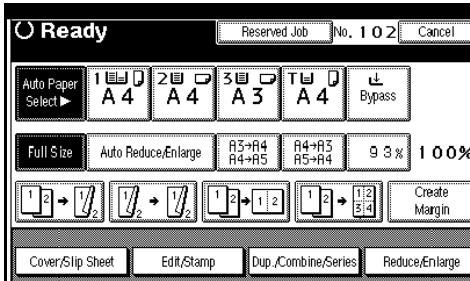
Note

- ❑ Each copy job you have set up is stored with a job number in the preserved job screen.
- ❑ To switch the display to the current copy job, press the [Reserved] key, select the [Printing] key and then press the [Exit] key.

Editing Job Prest

You can check and change the contents of preset jobs. You also can delete preset jobs.

- 1 Press the [Reserved Job] key.



- 2 Select the number of the job you want to check or change.
- 3 Press the [Check/Change Job] key.

The contents of the job are displayed.

To check the job contents

- 1 Check the contents.
- 2 Press the [Confirmed] key.

You return to the Reserved Job screen.

To change the job contents after checking them

- 1 Check the job contents.
- 2 Change the contents and press the [Confirmed] key.
- 3 Press the [Change] key.

You return to the Reserved Job screen.

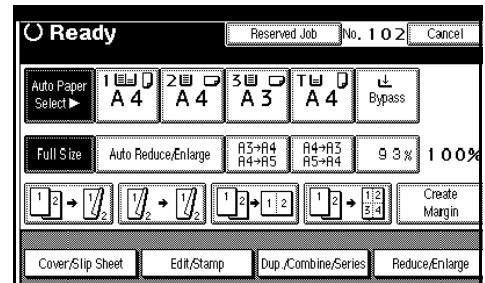
To delete the job after checking its contents

- 1 Check the job contents.
- 2 Press the [Delete Job] key.
- 3 Press the [Delete] key.

You return to the Reserved Job screen.

Deleting a Preset Job

- 1 Press the [Reserved Job] key.

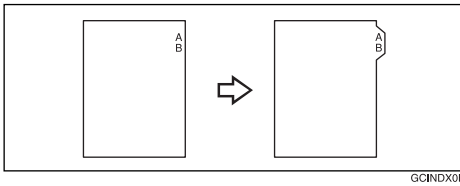


- 2 Select the number of the job you want to delete.
- 3 Press the [Delete Job] key.
- 4 Press the [Delete] key.

You return to the Reserved Job screen.

Copying onto Tab Stock

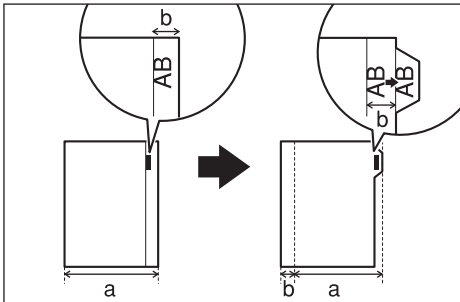
You can copy onto tab stock.



GCINDX0E

Preparation

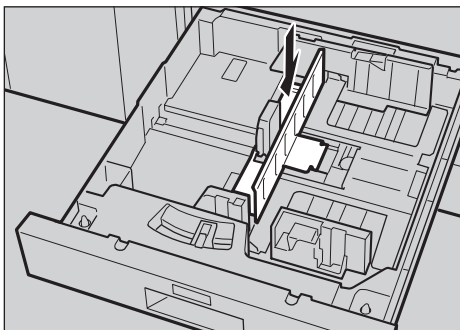
Before using this function, set the tray for tab stock and set the position of the index tab. ⇒ "Paper Type" in the General Settings Guide



GCINDX1E

Important

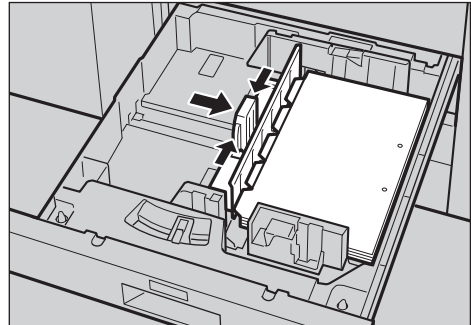
- When you set the tab stock, be sure to use the optional tab sheet fence.



ZGUH080E

- Set the tab stock so that it will be fed from the side without a tab first.

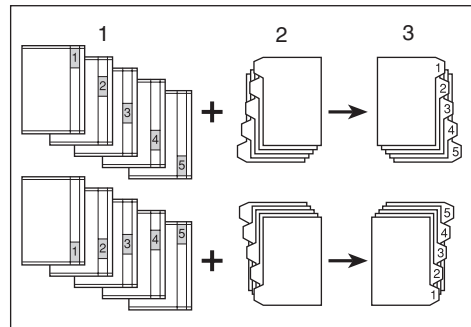
- Adjust the back fence position so that the tab sheet fence will fit the tab stock.



ZGUH070E

Note

- Check the position of the index tab to avoid cropping the image.
- Set the tab stock with the side to be copied down.
- Tab stock is always fed starting with the top tab.



GCINDX2E

- Originals
- Tab stock
- Copies

- Select the paper tray where the tab sock is set.
- Place the originals, and then press the **[Start]** key.

Copying from the Bypass Tray

Use the bypass tray to copy onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example postcards and envelopes), thin paper), and copy paper that cannot be loaded in the paper trays.

Preparation

When copying from the bypass tray, select **[1 Sided→ 1 Sided]** for copying in **[Dup./Combine/Series]**. You can change the initial settings. ⇒ p.101 “Duplex Mode Priority”

Important

- ❑ When paper larger than 433 mm in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- ❑ When copying onto special paper, such as adhesive labels, be sure to select “Face up” in ⇒ p.109 “Eject Copy Face Up/Down in Bypass Mode”. If you select “Face Down”, a paper misfeed may occur.

Note

- ❑ The sizes of paper you can use with the bypass tray are as follows.

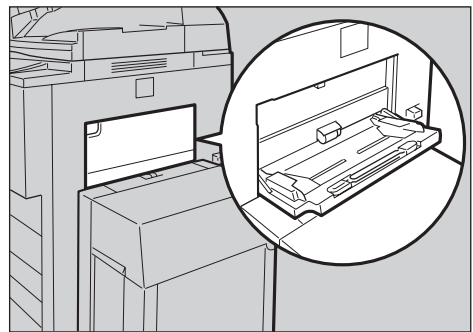
Metric version	<ul style="list-style-type: none"> • Vertical: 100 – 305mm • Horizontal: 139.7 – 600mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.9" – 12.0" • Horizontal: 5.5" – 23.6"

- ❑ The machine can automatically detect the following sizes as standard size copy paper.

Metric version	A3☐, A4☐, A5☐, 100 × 148mm
Inch version	A3☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 100 × 148mm

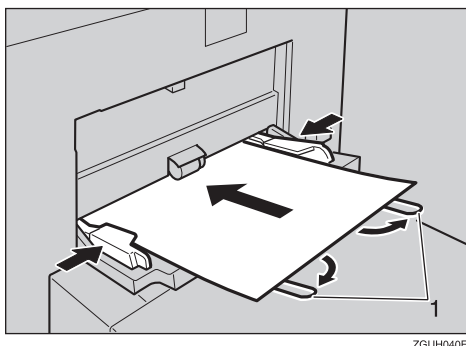
- ❑ If you want to use the size of paper other than ones in the above table, be sure to specify the size. ⇒ p.21 “When copying onto standard size paper”, ⇒ p.83 “Program”
- ❑ When copying on OHP transparencies or paper heavier than 105 g/m² (about 27.9 lb.), you need to specify the paper type. ⇒ “Paper Type” in the General Settings Guide
- ❑ If you want copies to be delivered face down when placing the originals on the exposure glass, select “Face down” for both “Eject Copy Face Up/Down in Glass Mode” and “Eject Copy Face Up/Down in Bypass Mode” of the User Tools.
- ❑ If you have selected OHP transparencies or thick paper paper in “Special paper”, you cannot make copies to be delivered face down.
- ❑ The maximum number of sheets you can load into the bypass tray depends on the paper type. The maximum number of sheets should not exceed the upper limit.

Open the bypass tray.



ZGUH030E

- 2 Insert the copy paper with the side you want to copy facing up until you hear the beep, and align the paper guide to the paper size.



1: Extender

Note

- If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.
- Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeed might occur.
- Swing out the extender to support paper sizes larger than A4, 8¹/₂" × 11".
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

- 3 Select the type and size of the paper.

When copying onto standard size paper

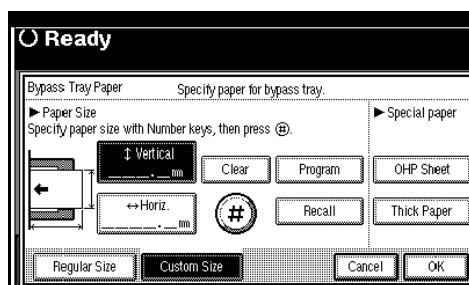
- 1 Press the [#] key.
- 2 Press the [Select Size] key.
- 3 Select the paper size.
- 4 Press the [OK] key.

When copying onto custom size paper

- 1 Press the [#] key.
- 2 Press the [Custom Size] key.
- 3 Press the [Vertical mm] key, enter the vertical size of the paper with the number keys, and then press the [#] key.
- 4 Enter the horizontal size of the paper with the number keys, and then press the [#] key.

Note

- If the [Horiz mm] key is not highlighted, press the [Horiz mm] key.
- To register the custom size entered, press the [Program] key and then press the [Exit] key.



- 5 Press the [OK] key.

When copying onto special paper

- 1 Press the [#] key.
- 2 Select paper type in "Special paper".
- 3 Press the [OK] key.
- 4 Place your originals, and then press the [Start] key.
- 5 When your copy job is finished, press the [Clear Modes] key to clear the settings.

Copy Functions

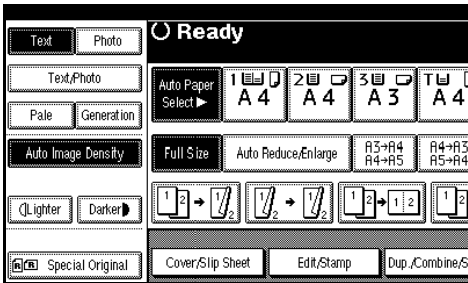
Adjusting Copy Image Density

There are three types of adjustment available:

- ❖ **Auto image density**
The machine automatically adjusts the image density.
- ❖ **Manual image density**
You can adjust the density of the overall original in 7 steps.
- ❖ **Combined auto and manual image density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto image density

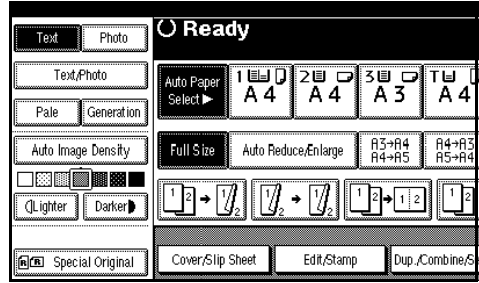
- 1 Make sure that the [Auto Image Density] key is selected.



Manual image density

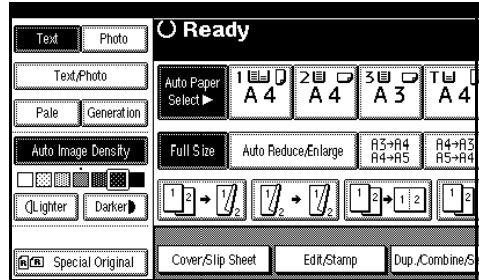
- 1 Press the [Auto Image Density] key to cancel it.

- 2 Press the [Lighter] or [Darker] key to adjust the image density.



Combined auto and manual image density

- 1 Make sure that the [Auto Image Density] key is selected.
- 2 Press the [Lighter] or [Darker] key to adjust the density.



Selecting Original Type Setting

Select one of the following 5 types to match your originals:

❖ Text

Select this mode when your originals contain only text (no pictures).

❖ Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

❖ Text/Photo

Select Text·Photo when your originals contain photographs or pictures with text.

❖ Pale

Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

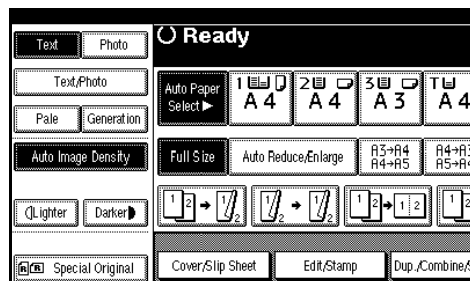
❖ Generation Copy

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

🔍 Reference

Reated Initial Settings ⇒ p.100
 “Original Type Display”, ⇒ p.100
 “Copy Quality”

- 1 Press the appropriate key to select the original type.



When the original type keys are not displayed

- 1 Press the [Original Type] key.
- 2 Select the original type, and then press the [OK] key.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or large capacity tray (LCT).

Reference

⇒ p.7 "Sizes difficult to detect"

Note

- See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3, B4, A4, B5, 8 1/2" × 13"
Document feeder	A3, B4, A4, B5, A5, B6, 8 1/2" × 13"

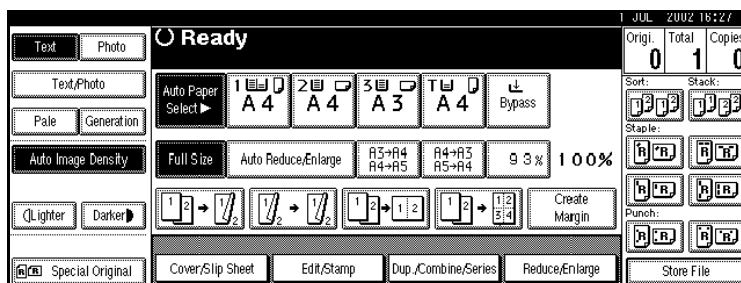
❖ Inch version

Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17", 8 1/2" × 14", 8 1/2" × 11"
Document feeder	A3, A4, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10" × 14", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2"

- Only the paper trays set to "No Display" or "Recycled Paper" in "Paper Type" and also set to "Yes" in "Apply Auto Paper Select" can be selected in Auto Paper Select mode. ⇒ "Paper Size Settings" in the General Settings Guide

Auto Paper Select

- 1 Make sure that the [Auto Paper Select] key is selected.



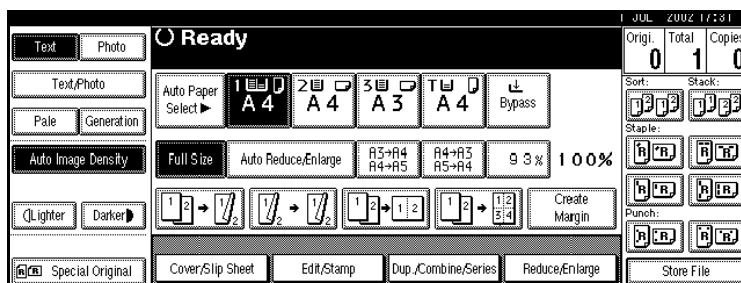
Note

- Trays with a key mark will not be automatically selected. ⇒ "Paper Size Settings" in the General Settings Guide

Manual Paper Select

- 1 Select the paper tray, bypass tray or large capacity tray (LCT).

The indicator corresponding to the selected paper tray is highlighted.



Reference

⇒ p.20 "Copying from the Bypass Tray"

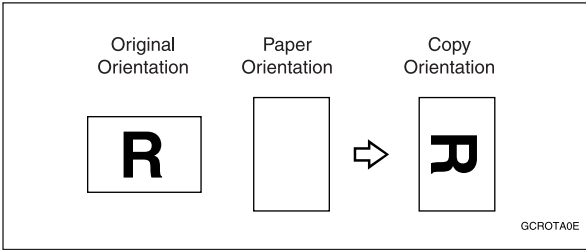
When the paper type keys are not displayed

- 1 Press the [Auto Paper Select] key.
- 2 Select the type of paper.

Rotated copy

If the direction in which your original is placed (↻ or ↺) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ p.24 “Auto Paper Select”

2



Note

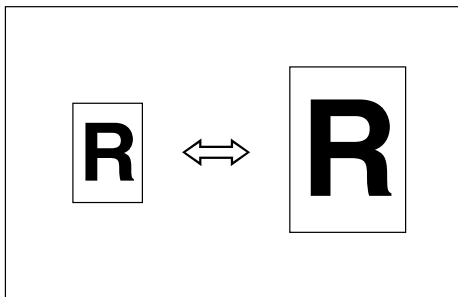
- ❑ The default setting for "Auto Tray Switching" is "With image rotation ". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.99 “Auto Tray Switching”
- ❑ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the ↻ direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 ↻		When enlarging to →	B4, A3	
However, you can use:	A4, B5, or A5 ↺		When enlarging to →	B4, A3	

- ❑ Depending on the settings for the Staple or Punch function, you cannot use the Rotated Copy function. ⇒ p.35 “Staple”, ⇒ p.40 “Punch”

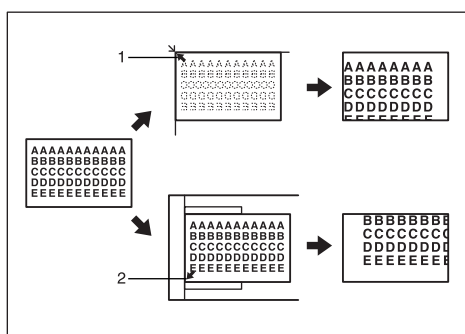
Preset Reduce/Enlarge

You can select a preset ratio for copying.



◆ Base Point

The base point of Enlarge/Reduce differs depending on how the original is scanned. When the Original is set on the exposure glass, the upper left corner will be the base point. When it is set to the document feeder, the bottom left corner of the original will be the base point.



GCKA0316

1. Base point when setting on the exposure glass.

2. Base point when setting on the document feeder.

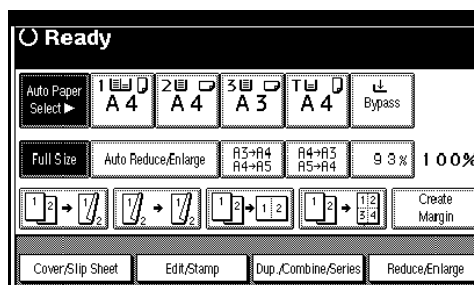
🔍 Reference

Related Initial Settings

⇒ p.101 "Copy Function Key: F1-F5"

⇒ p.103 "R/E Priority"

1 Press the [Reduce/Enlarge] key.



📝 Note

- ❑ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key and go to step 4.

2 Press the [Enlarge] or [Reduce] key.

3 Select a ratio, and then press the [OK] key.

4 Place your originals, and then press the [Start] key.

💡 Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

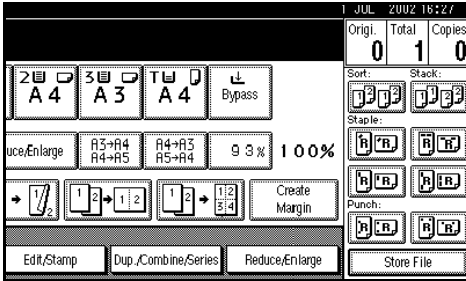
🔍 Reference

Related Initial Settings

⇒ p.101 "Copy Function Key: F1-F5"

⇒ p.102 "Ratio for Create Margin"

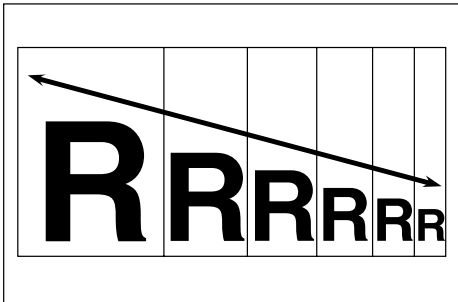
- 1 Press the **[Create Margin]** key displayed on the initial display.



- 2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the **[Start]** key.

Zoom

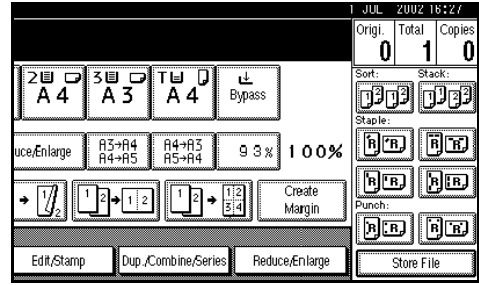
You can change the reproduction ratio in 1% steps.



Note

- You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[-]** key.

- 1 Press the **[Reduce/Enlarge]** key.



- 2 Enter the ratio.

To select the ratio with the **[+]** and **[-]** keys

- 1 Select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.
- 2 Adjust the ratios with the **[+]** or **[-]** key.

Note

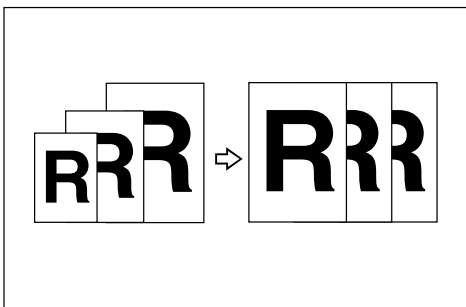
- To change the ratio in 1% steps, just press the **[+]** or **[-]** key. To change the ratio in 10% steps, press and hold down the **[+]** or **[-]** key.
- If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[-]** key.

To enter the ratio with the number keys

- 1 Press the **[Mag. Ratio]** key.
 - 2 Enter the desired ratio with the number keys.
 - 3 Press the **[#]** key.
 - 4 Press the **[OK]** key.
- 3 Place your originals, and then press the **[Start]** key.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Note

- You cannot use the bypass tray with this function.
- When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

❖ Metric version

Where Original Is Placed	Original Size and Direction
Exposure glass	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , 8 ¹ / ₂ " × 13" <input type="checkbox"/>
Document feeder	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , A5 <input type="checkbox"/> <input type="checkbox"/> , B6 <input type="checkbox"/> <input type="checkbox"/> , 8 ¹ / ₂ " × 13" <input type="checkbox"/>

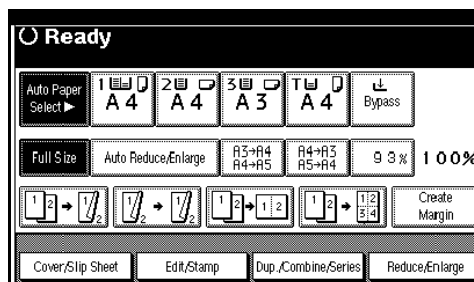
❖ Inch version

Where Original Is Placed	Original Size and Direction
Exposure glass	11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/>
Document feeder	A3 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 8 ¹ / ₂ " × 14" <input type="checkbox"/> , 8 ¹ / ₂ " × 11" <input type="checkbox"/> <input type="checkbox"/> , 10" × 14" <input type="checkbox"/> , 5 ¹ / ₂ " × 8 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/> , 7 ¹ / ₄ " × 10 ¹ / ₂ " <input type="checkbox"/>

🔍 Reference

⇒ p.7 "Sizes difficult to detect"

1 Press the [Auto Reduce/Enlarge] key.

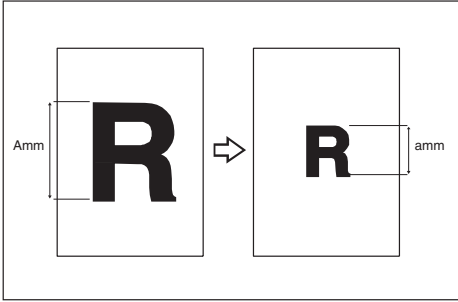


2 Select the paper tray.

3 Set the original, then press the [Start] key.

Size Magnification

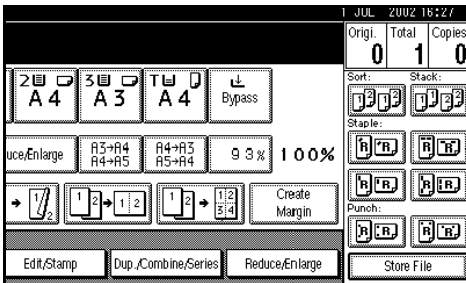
This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Note

- ❑ Measure and specify the lengths of the original and copy by comparing "A" with "a."

1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.

3 Make sure that the [Size Magnification] key is highlighted.

4 Enter the length of the original with the number keys, and then press the [#] key.

Note

- ❑ You can enter sizes within the following ranges.

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

5 Enter the length of the copy with the number keys, and then press the [#] key.

Note

- ❑ To change the length after pressing the [#] key, select [Original] or [Copy] and enter the desired length.

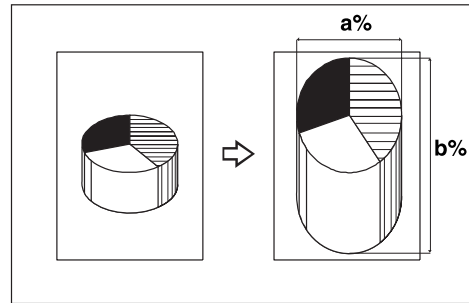
6 Press the [OK] key.

7 Press the [OK] key.

8 Place your original, and then press the [Start] key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



CP2P01EE

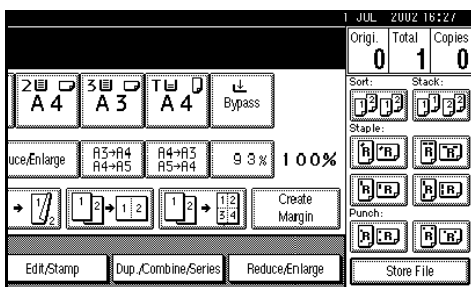
a: Horizontal ratio

b: Vertical ratio

Note

- ❑ You can also select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge], then adjust the ratio with the [+] or [-] key.

- 1 Press the [Reduce/Enlarge] key.



- 2 Press the [Specifd. Ratio] key.
- 3 Press the [Direct. Mag. %] key.

To enter the ratio with the number keys

- 1 Press the [Horizontal] key.
- 2 Enter the desired ratio with the number keys, followed by the [#] key.
- 3 Press the [Vertical] key.
- 4 Enter the desired ratio with the number keys, followed by the [#] key.
- 5 Press the [OK] key.

To specify a ratio with the [+] and [-] keys

- 1 Press the [With + -] key.
- 2 Press the [Horizontal] key.
- 3 Adjust the ratio using the [+] or [-] key.

Note

- Pressing the [+] or [-] key changes the ratio in 1% steps. Pressing and holding down the [+] or [-] key changes it in 10% steps.
- If you have incorrectly entered the ratio, readjust the ratio with the [+] or [-] key.

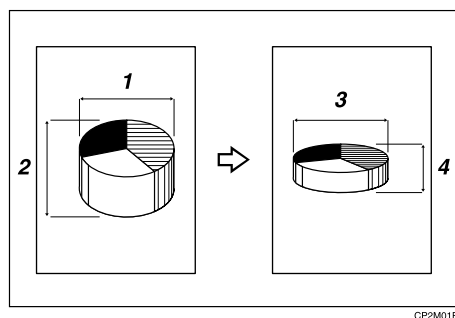
- 4 Press the [Vertical] key.
- 5 Adjust the ratio with the [+] or [-] key.
- 6 Press the [OK] key.

- 4 Press the [OK] key.

- 5 Place your originals, and then press the [Start] key.

Directional Size Magnification (mm)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



1. Horizontal original size
2. Vertical original size
3. Horizontal copy size
4. Vertical copy size

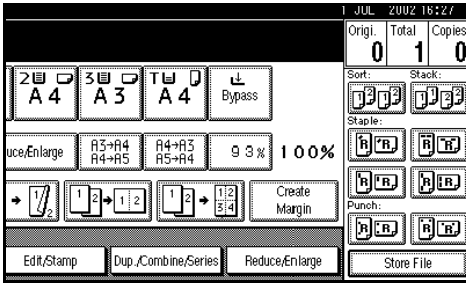
Note

- Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.
- You can enter sizes within the following ranges.

Metric version	Vertical: 1 – 999mm (in 1mm steps) Horizontal: 1 – 9999 (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

2

1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.

3 Press the ["Dir. Size Mag mm"] key.

4 Enter the horizontal size of the original with the number keys, and then press the [#] key.

5 Enter the horizontal size of the copy with the number keys, and then press the [#] key.

6 Enter the vertical size of the original with the number keys, and then press the [#] key.

7 Enter the vertical size of the copy with the number keys, and then press the [#] key.

Note

To change a length, press the key you wish to change and enter the new value.

8 Press the [OK] key.

9 Press the [OK] key.

10 Place your originals, and then press the [Start] key.

Sort

The machine can scan your originals into memory and automatically sort the copies.

Reference

Related Initial Settings

⇒ p.109 "Select Stack Function"

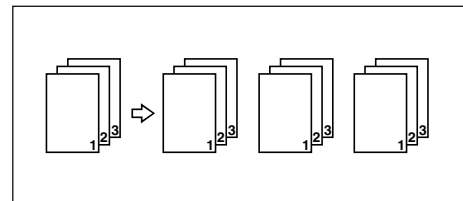
⇒ p.108 "Memory Full Auto Scan Restart"

⇒ p.107 "Rotate Sort: Auto Paper Continue"

⇒ p.99 "Auto Tray Switching"

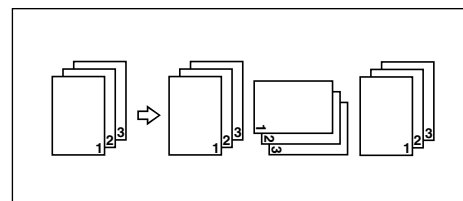
Sort

Copies are assembled as sets in sequential order.



Rotate Sort

Every other copy set is rotated by 90° and delivered to the copy tray.



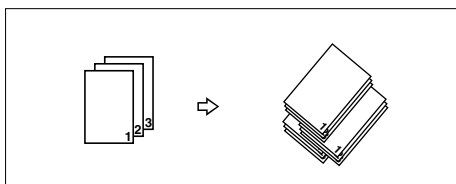
Note

To use the Rotate Sort function, two paper trays with paper identical in size and different in direction (↔) are required.

◆ Shift Sort

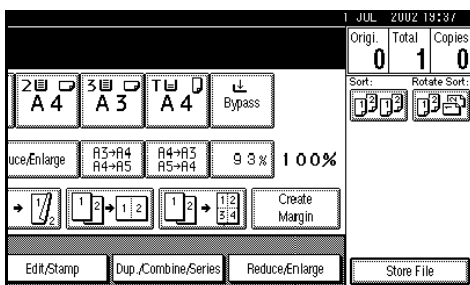
- The optional Finisher 3000B, Finisher 3000M, Booklet finisher or Shift Sort Tray is required to use this function.

Each time the copies of one set or those of each job are delivered, the next copy is shifted when delivered so that you can differentiate each set or job.

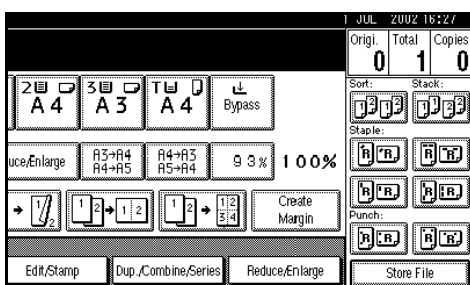


1 Press the [Sort] or [Rotate Sort] key.

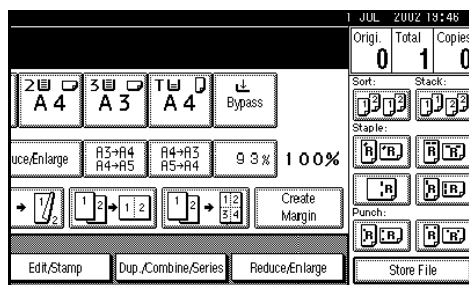
◆ When a finisher is not installed



◆ When the Finisher 3000B or the Finisher 3000M is installed



◆ When the Booklet Finisher is installed



2 Enter the number of copy sets with the number keys.

✎ Note

- The maximum number of sets is 999.
- To confirm the type of finishing, press the **[Sample Copy]** key. ⇒ p.39 "Sample Copy"

3 Place your originals.

✎ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.
- When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all the originals have been scanned.

4 Press the [Start] key.

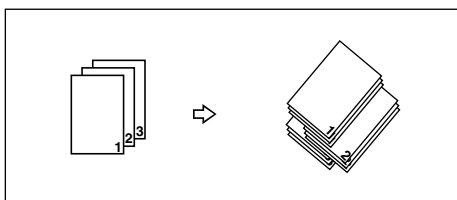
🔍 Reference

⇒ p.39 "Sample Copy"

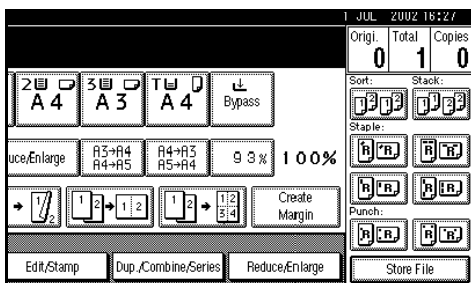
⇒ p.39 "Changing the Number of Sets"

Stack

This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. If shift sort tray is installed, it provides this function by sliding from side to side.



1 Press the [Stack] key.



2 Enter the number of copies with the number keys.

3 Place your originals, then press the [Start] key.

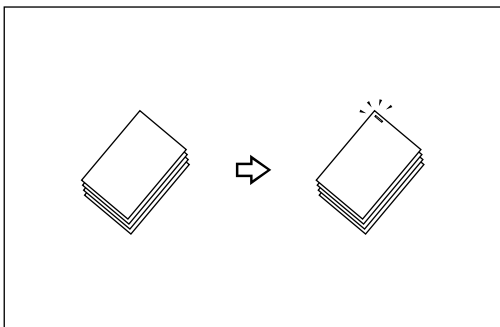
Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.
- When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the [#] key after all the originals have been scanned.

Staple

An optional finisher is required to use this function.

Each copy set can be stapled together.



Important

- If you staple copies without the stapler cartridge for Saddle Stitch when using the Booklet Finisher, a paper misfeed may occur.

Note

- You cannot use the Bypass Tray with this function.

Reference

Related Initial Settings

⇒ p.108 “Select Stapling Position (Top Left)”

⇒ p.108 “Select Stapling Position (Bottom Left)”

⇒ p.108 “Select Stapling Position (Top Right)”

⇒ p.108 “Select Stapling Position (Bottom Right)”

Stapling position and original setting

Place all the originals in the automatic document feeder (ADF) in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows.

◆ Finisher 3000B

		Original location		Stapling position *1
		Exposure glass	Document feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			

GCSTAP1J

◆ Finisher 3000M

		Original location		Stapling position *1
		Exposure glass	Document feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			

ZGVX090E

- *1 This table shows the stapling positions. The orientation of the paper doesn't show the direction of delivery.
- *2 You cannot staple at this position when copying onto the paper of size A3 or A4.
- *3 If you want to staple at this position on the paper of size A3 or A4, select **[Rotate]** and then select "Top 2".

❖ Booklet Finisher

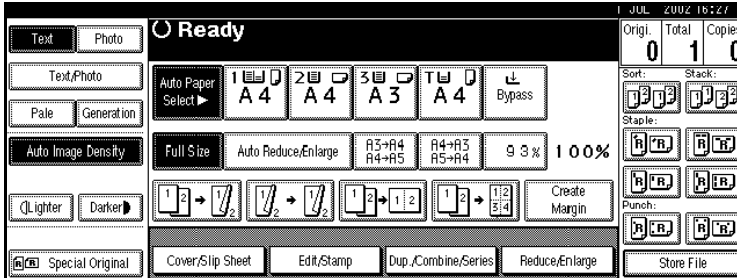
		Original location		Stapling position *1
		Exposure glass	Document feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			*2
	Top 2			*3
				*2
	Saddle stitch			

ZGVX100E

- *1 This table shows the staple positioning. The orientation of the paper doesn't show the direction of delivery.
- *2 You cannot staple at this position when copying onto the paper of size A3 or A4.
- *3 If you want to staple at this position on the paper of size A3 or A4, select **[Rotate]** and then select "Top 2".

1 Select one of the stapling positions.

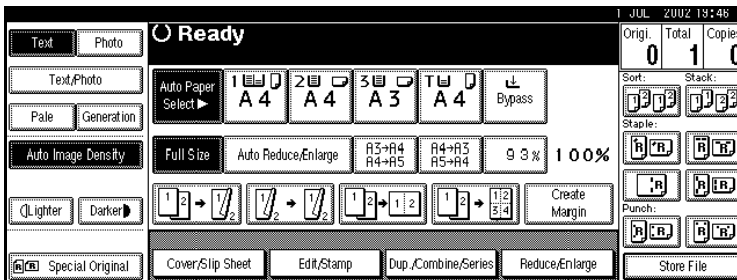
◆ **Finisher 3000B, Finisher 3000M**



Note

- The stapling position will be fixed to “Top”.

◆ **Booklet Finisher**



Note

- When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ p.35 “Stapling position and original setting”

2 Enter the number of copy sets with the number keys.

3 Place your originals, then press the **[Start]** key.

Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.
- When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all the originals have been scanned.

Sample Copy

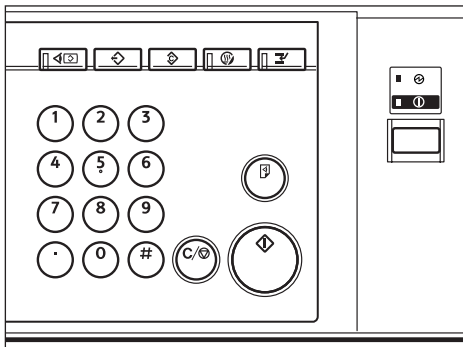
Use this function to check the copy settings before making a long copy run.

Note

- This function can be used only when the Sort function has been turned on.

1 Select Sort and any other functions, and then place the originals.

2 Press the **[Sample Copy]** key.



One copy set is delivered as a sample.

3 If the sample is acceptable, press the **[Print]** key.

The number of copies made is the number you specified, minus one for the proof copy.

Note

- If you press the **[Suspend]** key after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Punch, Duplex, Copy Orientation, Stamp, Margin Adjust, Cover/Slip Sheet and Designate. However, depending on the combination of functions, you may not be able to change some settings.

Changing the Number of Sets

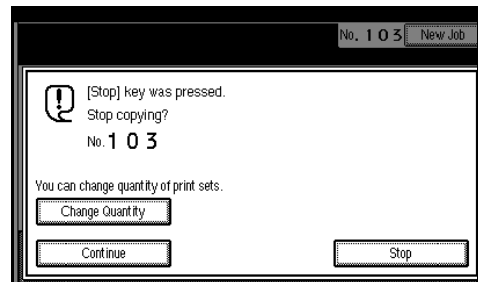
You can change the number of copy sets during copying.

Note

- This function can only be used when the Sort function has been turned on.

1 While "Copying" is displayed, press the **[Clear/Stop]** key.

2 Press the **[Change Quantity]** key.



3 Enter the number of copy sets with the number keys, and then press the **[#]** key.

Note

- The number of sets you can enter differs depending on when the **[Clear/Stop]** key is pressed.

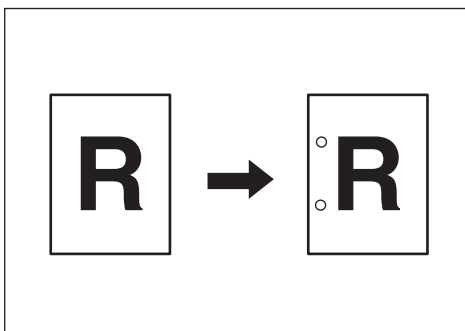
4 Press the **[Continue]** key.

Copying starts again.

Punch

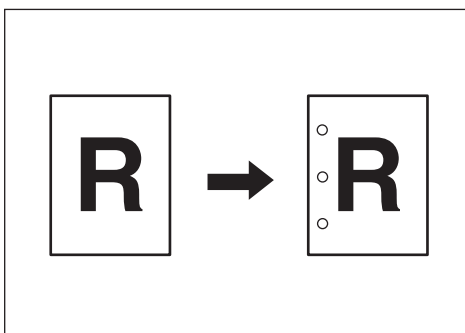
This function is used to make punch holes in copies.

◆ 2 holes



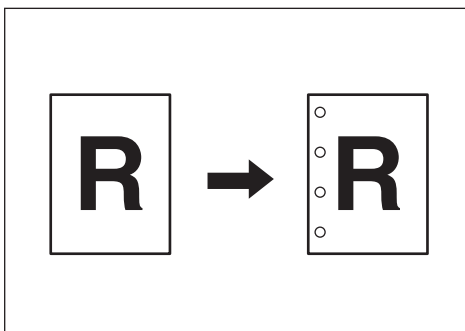
GCPNCH1E

◆ 3 holes



GCPNCH3E

◆ 4 holes



























GCPNCH0E

 **Note**

❑ You cannot use the bypass tray with this function.

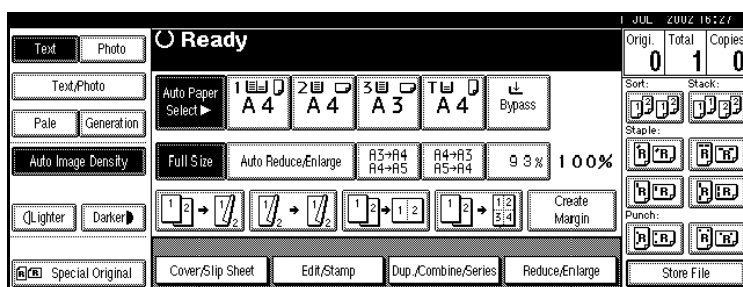
Punch hole positions

	Direction in which Original is Set		Punch Hole Positions *1		
	Exposure glass	Document feeder			
Standard	2 holes				
					
	3 holes				
					
	4 holes				
					

	Direction in which Original is Set		Punch Hole Positions *1	
	Exposure glass	Document feeder		
90° Turn	2 holes			
	3 holes			
	4 holes			

*1 This table shows the punch hole positions. The orientation of the paper does not show the direction of delivery.

1 Select the Punch position.



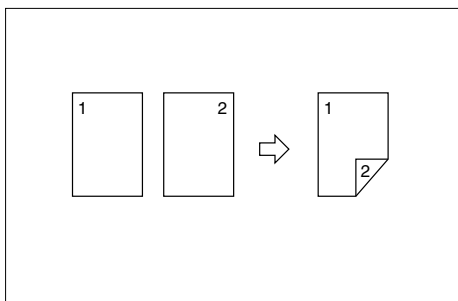
2 Place your originals, then press the **[Start]** key.

Duplex

There are two types of duplex.

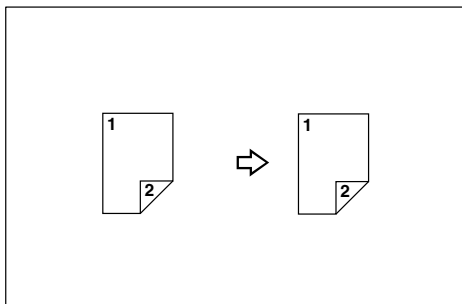
❖ 1 Sided → 2 Sided

Copies two 1-side pages on one 2-sided page.



❖ 2 Sided → 2 Sided

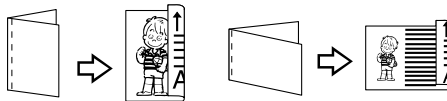
Copies one 2-sided page on one 2-sided page.



Originals and Copy Direction

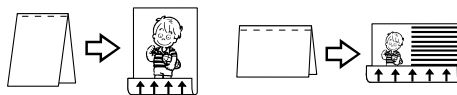
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom

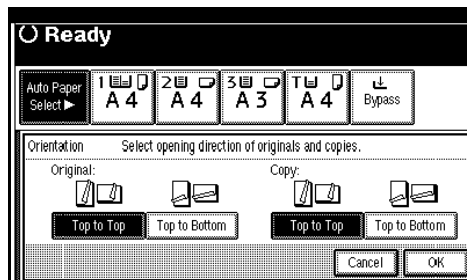


Duplex2



Note

- You can change the default orientation with the User Tools. ⇒ p.101 “Copy Orientation in Duplex Mode”, ⇒ p.101 “Original Orientation in Duplex Mode”

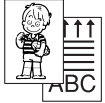


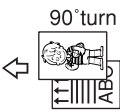

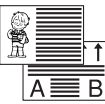
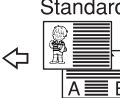

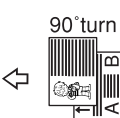

- 1** Press the [Orientation] key and the select orientation (Original/Copy). Then press the [OK] key.



Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise  or lengthwise .

2

Original	How to Set Your Original	Copy
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

GCRY01E

*1 The table shows the orientation of images on the front and back of copies, not the direction of delivery.

Reference

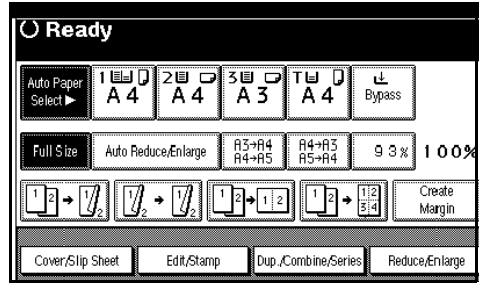
Related Initial Settings

⇒ p.64 "Margin Adjustment"

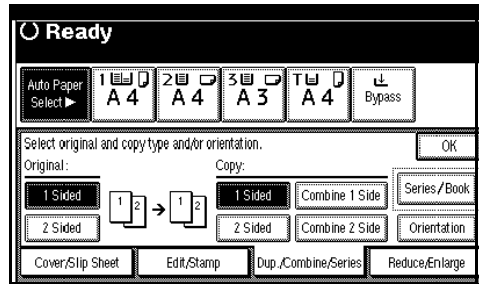
⇒ p.103 "Back Margin: Left/Right"

⇒ p.103 "Back Margin: Top/Bottom"

1 Press the **[Dup./Combine/Series]** key.



2 Select the **([1 Sided]/[2 Sided])** key for "Original", and then press the **([1 Sided]/[2 Sided])** key for "Copy".



Note

To change the copy orientation, press the **[Orientation]** key. ⇒ p.43 "Originals and Copy Direction"

3 Press the **[OK]** key.

4 Place your originals, and then press the **[Start]** key.

Note

When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page should be on the bottom.

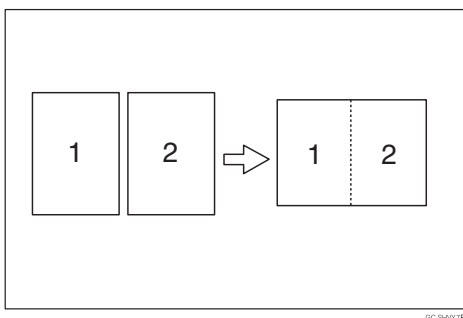
When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all the originals have been scanned.

1 Sided Combine

Combine several pages on one side of a sheet.

❖ 1 Sided 2 Pages → Combine 1 Side

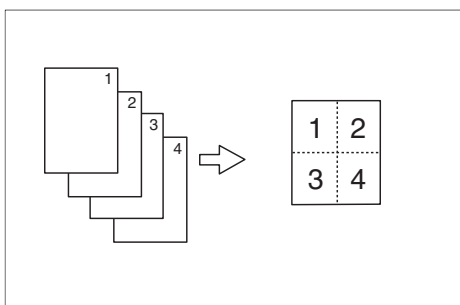
Copies two 1-sided originals to one side of a sheet.



GCSHVY7E

❖ 1 Sided 4 Pages → Combine 1 Side

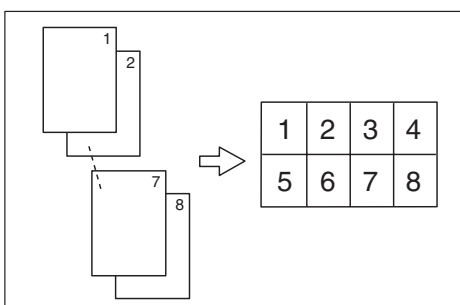
Copies four 1-sided originals to one side of a sheet.



GCSHVY8E

❖ 1 Sided 8 Pages → Combine 1 Side

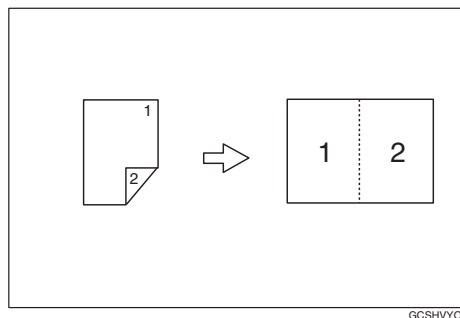
Copies eight 1-sided originals to one side of a sheet.



GCSHVY3E

❖ 2 Sided 1 Page → Combine 1 Side

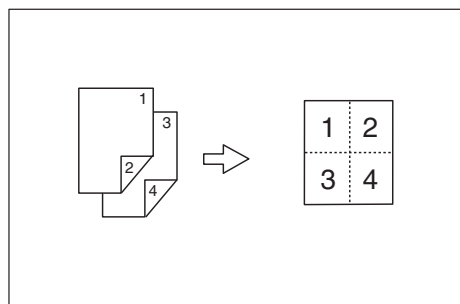
Copies one 2-sided original to one side of a sheet.



GCSHVY0E

❖ 2 Sided 2 Pages → Combine 1 Side

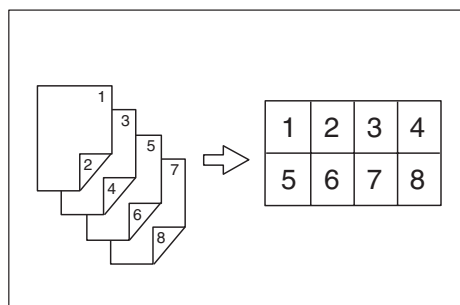
Copies two 2-sided originals to one side of a sheet.



GCSHVY5E


❖ 2 Sided 4 Pages → Combine 1 Side

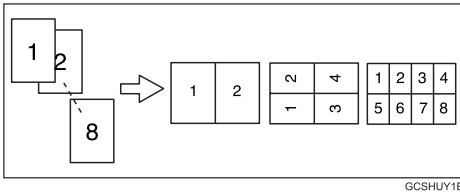
Copies four 2-sided originals to one side of a sheet.




GCSHVY4E

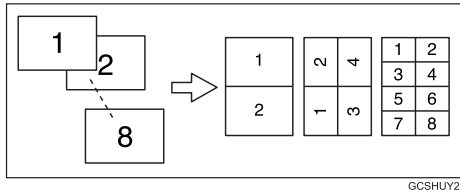
❖ **Orientation of the Original and Image Position of Combine**

Open to Left  Originals



GCSHUY1E

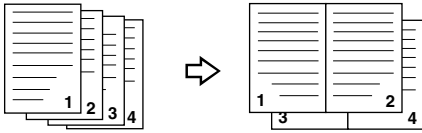
Open to Top  Originals



GCSHUY2E

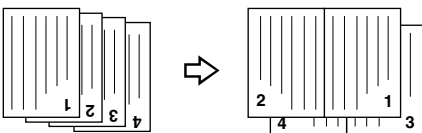
❖ **Placing Originals (Originals Placed in the Document Feeder)**

- Originals read from left to right



Combine5

- Originals read from top to bottom



Combine6

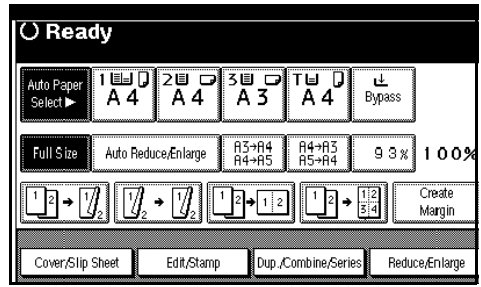
 **Note**

- ❑ You cannot use the bypass tray with this function.

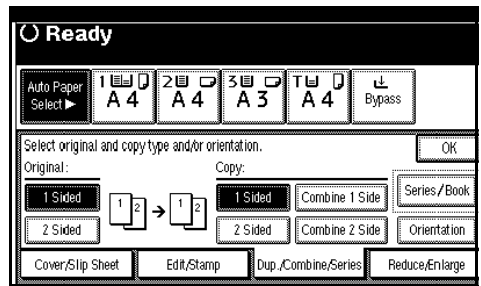
 **Reference**

- ⇒ p.103 "Erase Original Shadow in Combine"
- ⇒ p.105 "Copy Order in Combine"
- ⇒ p.104 "Separation Line in Combine"

1 Press the [Dup./Combine/Series] key.



2 Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 1 Side] key for "Copy".



 **Reference**

⇒ p.43 "Originals and Copy Direction"

3 Select the number of originals to combine.

4 Select the paper.

5 Press the [OK] key.

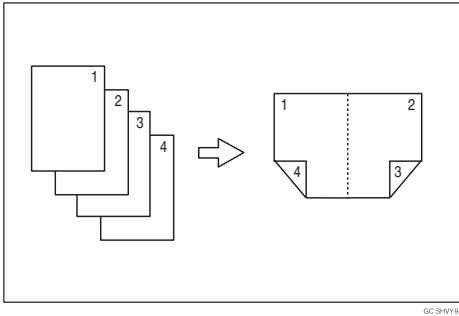
6 Place your originals, and then press the [Start] key.

2 Sided Combine

Combines various pages of originals into one sheet with two sides.

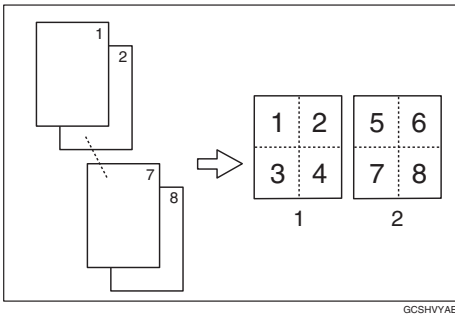
❖ 1 Sided 4 Pages → Combine 2 Side

Copies four 1-sided originals to one sheet with two pages per side.



❖ 1 Sided 8 Pages → Combine 2 Side

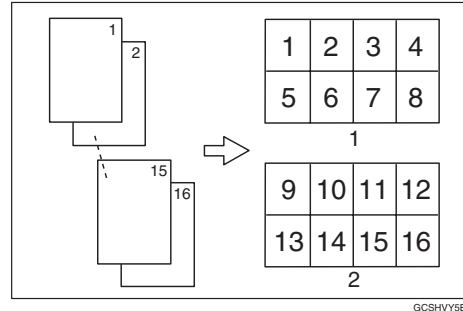
Copies eight 1-sided originals to one sheet with four pages per side.



1: Front
2: Back

❖ 1 Sided 16 Pages → Combine 2 Side

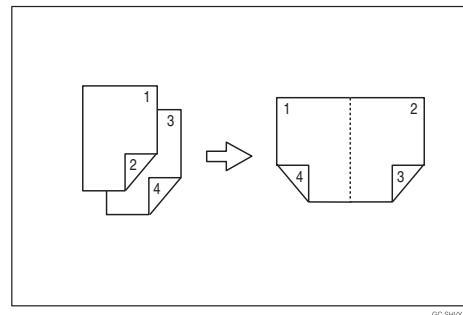
Copies sixteen 1-sided originals to one sheet with eight pages per side.



1: Front
2: Back

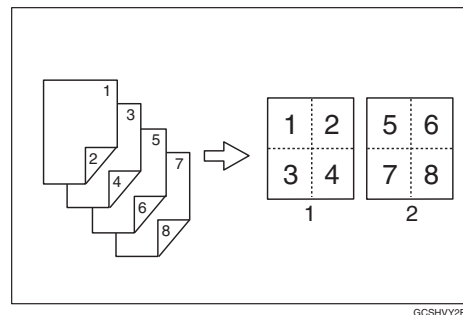
❖ 2 Sided 4 Pages → Combine 2 Side

Copies two 2-sided originals to one sheet with two pages per side.



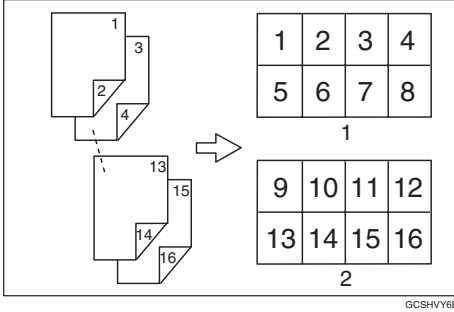
❖ 2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals to one sheet with four pages per side.



1: Front
2: Back

- ❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals to one sheet with eight pages per side.



- 1: Front
- 2: Back

Note

- You cannot use the bypass tray with this function.

Reference

⇒ p.46 "Orientation of the Original and Image Position of Combine"

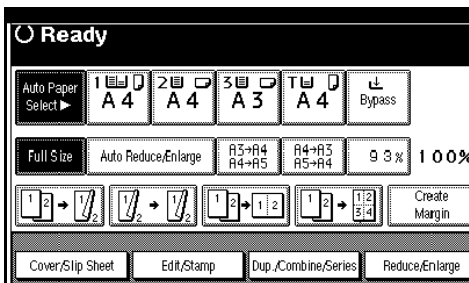
Related Initial Settings

⇒ p.103 "Erase Original Shadow in Combine"

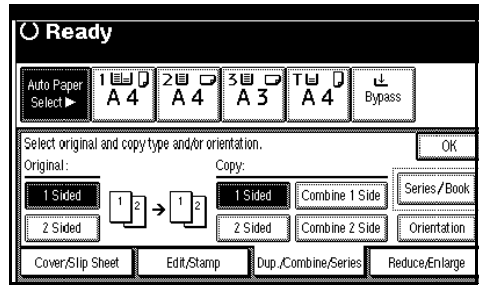
⇒ p.105 "Copy Order in Combine"

⇒ p.104 "Separation Line in Combine"

- 1** Press the [Dup./Combine/Series] key.



- 2** Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 2 Side] key for "Copy".



Reference

⇒ p.43 "Originals and Copy Direction"

- 3** Select the number of originals to combine.

- 4** Select the paper.

- 5** Press the [OK] key.

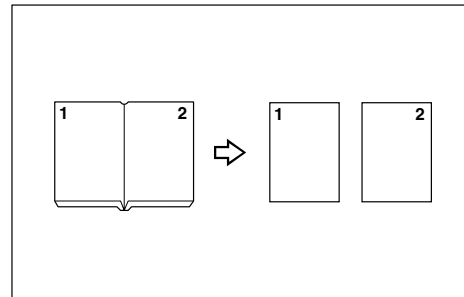
- 6** Place your originals, and then press the [Start] key.

Series Copies

Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.

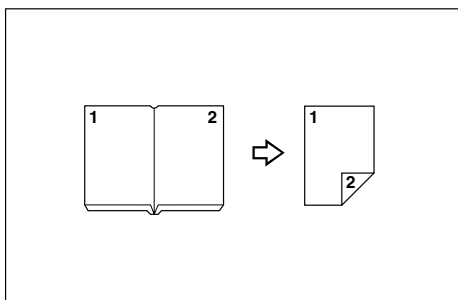
- ❖ **Book → 1 Sided**

You can make one-sided copies from two facing pages of a bound original (book).



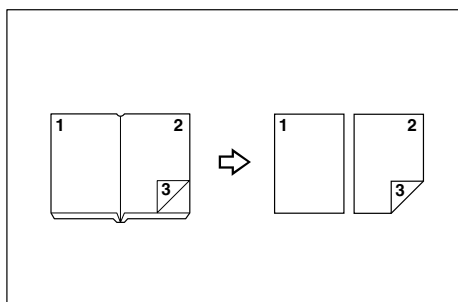
❖ Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.



❖ Front & Back → 2 Sided







Copies each two-page spread original as it is onto both sides of a sheet.







Note

- ❑ See the following table for original and copy paper sizes when making 2 sided copies using a 100% ratio.

❖ Metric version







Original	Copy paper
A3 	A4  × 2 sheets
B4 	B5  × 2 sheets
A4 	A5  × 2 sheets

❖ Inch version





Original	Paper for 1-sided copy
11" × 17" 	8 ¹ / ₂ " × 11"  × 2 sheets
8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ "  × 2 sheets

- ❑ See the following table for original and copy paper sizes when making 1 sided copies using a 100% ratio.

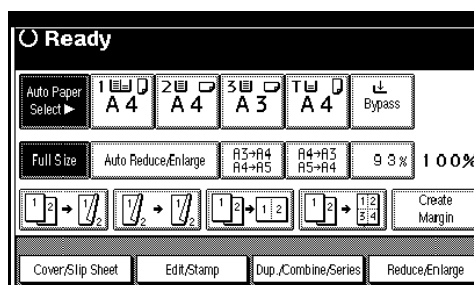
❖ Metric version

Original	Copy paper
A3 	A4  2 sided
B4 	B5  2 sided
A4 	A5  2 sided

❖ Inch version

Original	Paper for 1-sided copy
11" × 17" 	8 ¹ / ₂ " × 11"  2 sided
8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ "  2 sided

1 Press the [Dup./Combine/Series] key.



2 Press the [Series/Book] key.

3 Select a series type ([Book → 1 Sided] / [Book → 2 Sided] / [Front&Back → 2 Sided]), then press the [OK] key.

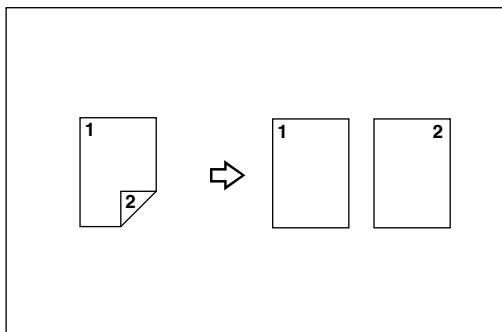
- 4** Press the [OK] key.
- 5** Make sure that the [Auto Paper Select] key is selected.
- 6** Place your originals on the exposure glass, and then press the [Start] key.

 **Note**

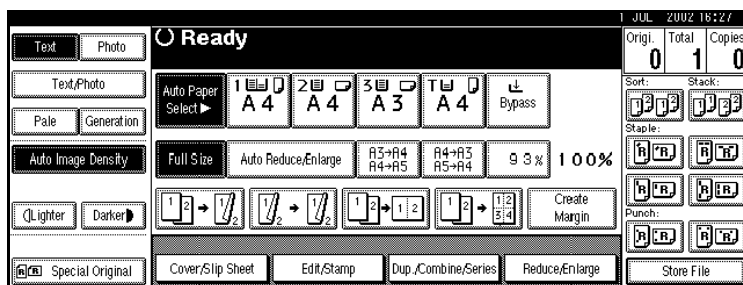
- Press the [#] key after all originals have been scanned.

2 Sided → 1 Sided

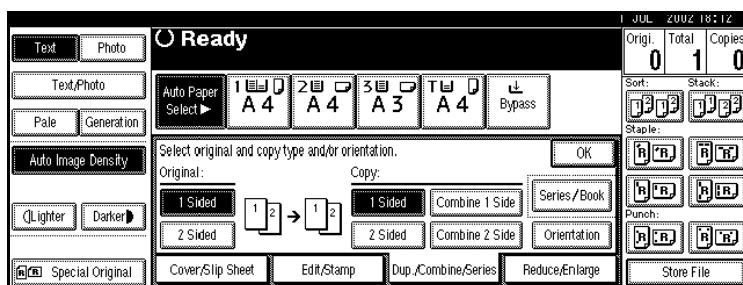
You can make one-sided copies from two-sided originals.



1 Press the [Dup./Combine/Series] key.



2 Press the [2 Sided] key for the original, then press the [1 Sided] key for the copy.



Reference

⇒ p.43 "Originals and Copy Direction"

3 Press the [OK] key

4 Set your originals, then press the [Start] key.

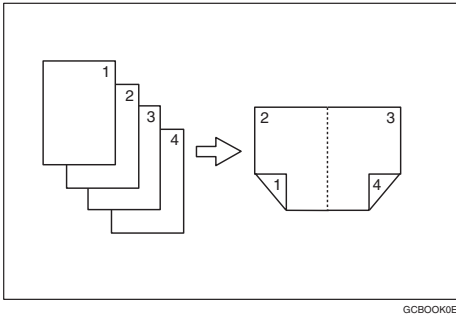
Copying Book Originals

You can copy multiple originals in page order when they are folded or folded and stacked.

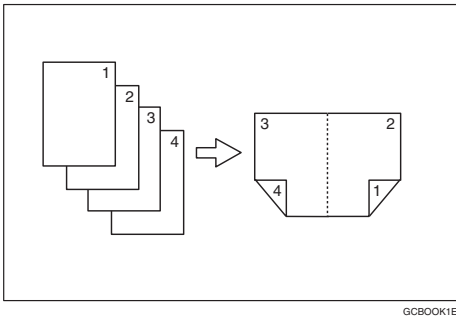
❖ 1 Sided → Booklet

Make copies in page order for a folded booklet as shown in the following illustrations:

- Open to Left



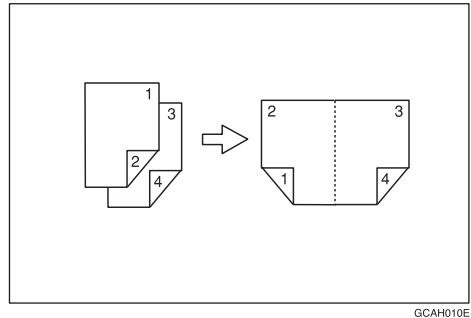
- Open to Right



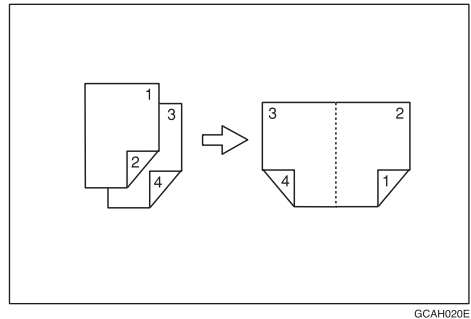
❖ 2 Sided → Booklet

Make 2 sided originals to copies in page order for a folded booklet as shown in the following illustrations:

- Open to Left



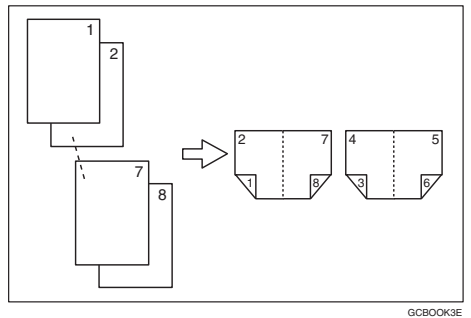
- Open to Right



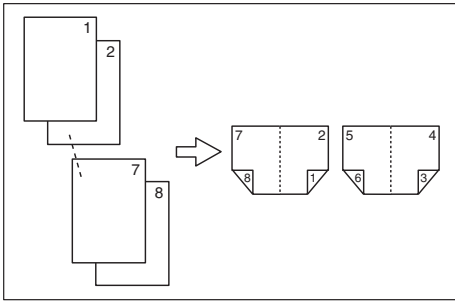
❖ 1 Sided → Magazine

Copies two or more originals to make copies in page order when they are folded and stacked.

- Open to Left



- Open to Right

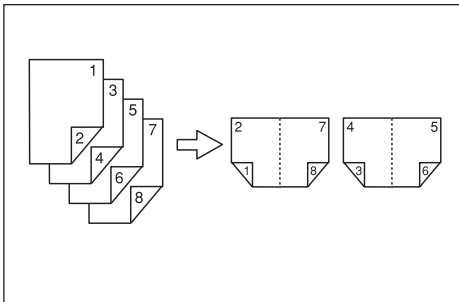


GBOOK4E

❖ **2 Sided → Magazine**

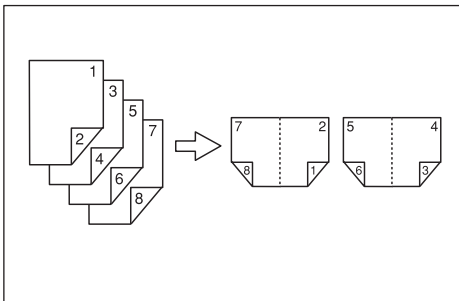
Copies two or more originals of 2 sided to make copies in page order when they are folded and stacked.

- Open to Left



GCAH030E

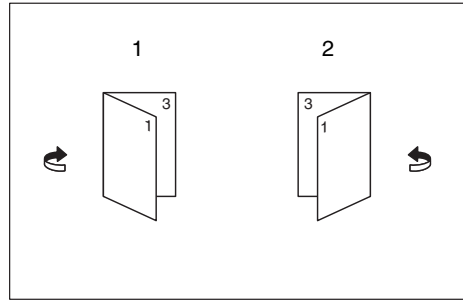
- Open to Right



GCAH040E

How to fold copies to make a booklet

Fold the copy so that a crease will be made in the center and open it as shown in the following illustration:



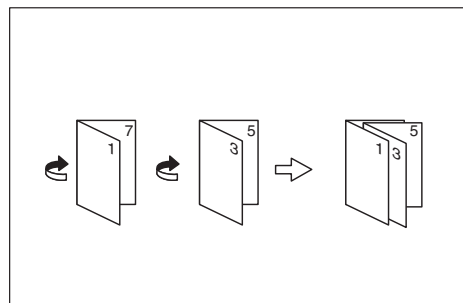
GBOOK2E

1. Open to Left
2. Open to Right

How to fold and stack copies to make a magazine

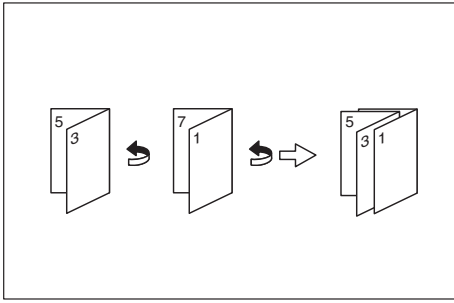
Fold and stack copies to make a magazine as shown in the following illustrations:

❖ **Open to Left**



GBOOK5E

❖ **Open to Right**



Note

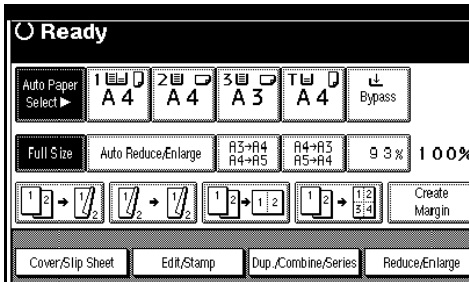
- You cannot use the bypass tray with these functions.
- The machine select the reproduction ratio automatically to meet the paper size.

Reference

Related Initial Settings
 ⇒ p.103 "Erase Original Shadow in Combine"

1 Select "Open to Left" or "Open to Right" with the User Tools.

2 Press the [Dup./Combine/Series] key.



3 Press the [Series/Book] key.

4 Press the [Book] key.

5 Select a book type from [1 Sided → Booklet], [2 Sided → Booklet], [1 Sided → Magazine] and [2 Sided → Magazine], and then press the [OK] key.

6 Press the [OK] key.

7 Select the paper.

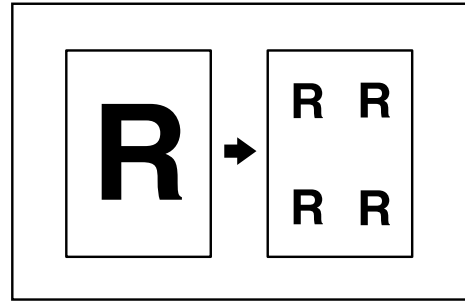
8 Place your originals, then press the [Start] key.

Note

- When placing one original on the exposure glass or in the document feeder in Batch mode, press the [#] key after all originals are scanned.

Image Repeat

The original image is copied repeatedly.








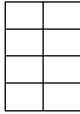
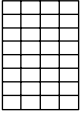
Note

- The number of repeated images depends on the original size, copy paper size, and reproduction ratio. See the following table.

❖ **Original: A5** / Copy paper: A4
 or **Original: A5** / Copy paper A4

4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

- ❖ Original: A5  / Copy paper: A4 
or Original: A5  / Copy paper
A4 

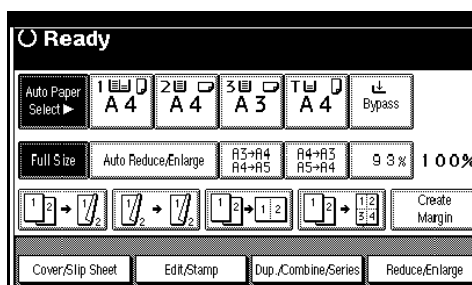
2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
		

Reference

Related Initial Settings

⇒ p.104 “Image Repeat Separation Line”

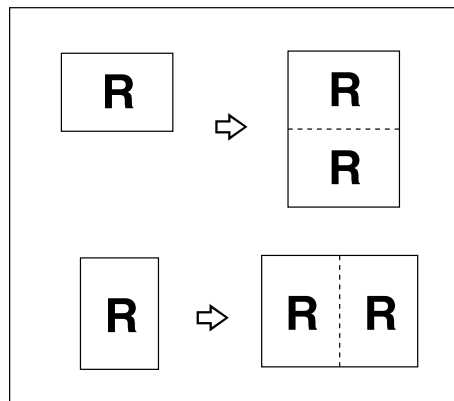
- 1 Select the size of the copy paper and the reproduction ratio.
- 2 Press the [Edit/Stamp] key.



- 3 Press the [Edit Image] key.
- 4 Press the [Image Repeat] key.
- 5 Press the [OK] key.
- 6 Press the [OK] key.
- 7 Place your original, and then press the [Start] key.

Double Copies











One original image is copied twice on one copy as shown in the illustration.









Note

- You cannot use the bypass tray with this function.
- See the following table for original and copy paper sizes when using a 100% ratio.

❖ Metric version

Original Size and Direction	Copy Paper Size and Direction
A5 	A4 
B6 	B5 
A4 	A3 
A5 	A4 
B6 	B5 

❖ Inch version

Original Size and Direction	Copy Paper Size and Direction
5 ¹ / ₂ " × 8 ¹ / ₂ " 	8 ¹ / ₂ " × 11" 
5 ¹ / ₂ " × 8 ¹ / ₂ " 	8 ¹ / ₂ " × 11" 
8 ¹ / ₂ " × 11" 	11" × 17" 

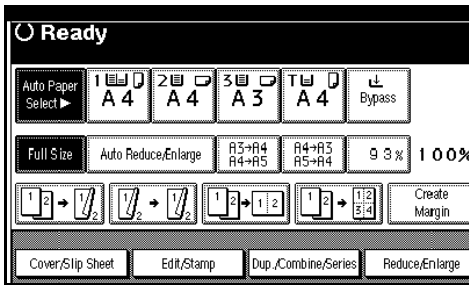
- ❑ The originals of size A5 and B6 (5 1/2" x 8 1/2") cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.

Reference

Related Initial Settings

⇒ p.104 "Double Copies Separation Line"

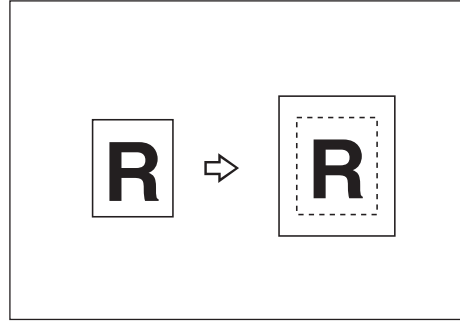
1 Press the [Edit/Stamp] key.



- 2 Press the [Edit Image] key.
- 3 Press the [Double Copies] key.
- 4 Press the [OK] key.
- 5 Press the [OK] key.
- 6 Select the paper.
- 7 Place your originals, and then press the [Start] key.

Centering

You can make copies with the image moved to the center of the copy paper.



Note

- ❑ You cannot use the bypass tray with this function.
- ❑ The original sizes and directions for centering are listed below.

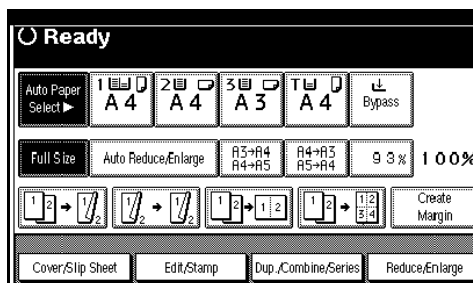
❖ **Metric version**

Original placed on:	Original size and direction
Exposure glass	A3, B4, A4, B5, 8 1/2" x 13"
Document feeder	A3, B4, A4, B5, A5, B6, 11" x 17", 8 1/2" x 11", 8 1/2" x 13"

❖ **Inch version**

Original placed on:	Original size and direction
Exposure glass	11" x 17", 8 1/2" x 14", 8 1/2" x 11"
Document feeder	11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2", 8 1/2" x 13", 11" x 15", 8" x 10", 10" x 14"

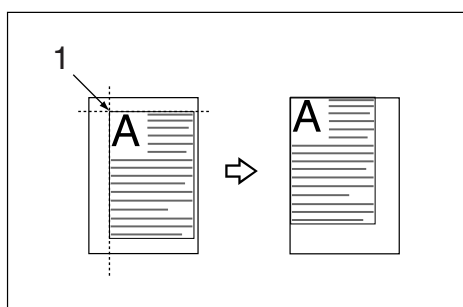
- 1** Select the paper.
- 2** Press the [Edit/Stamp] key.



- 3** Press the [Edit Image] key.
- 4** Press the [Centring] key.
- 5** Press the [OK] key.
- 6** Press the [OK] key.
- 7** Place your originals, and then press the [Start] key.

Scanning Position

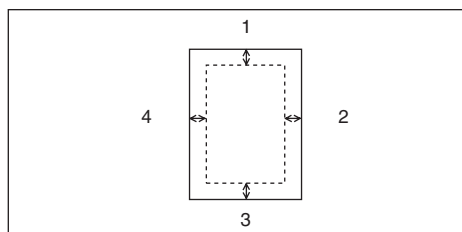
You can move the scanned position on the originals.



- 1.** Point where the machine starts scanning.

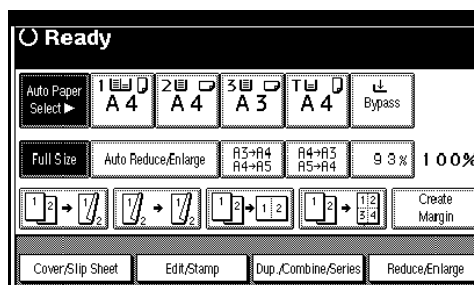
Note

- You can move the scanned position up to 30mm (in 1mm steps) upward, downward, to left and to right.



- 1.** Top: 0–30mm, 0"–1.2"
- 2.** Right: 0–30mm, 0"–1.2"
- 3.** Bottom: 0–30mm, 0"–1.2"
- 4.** Left: 0–30mm, 0"–1.2"

- 1** Press the [Edit/Stamp] key.



- 2** Press the [Edit Image] key.
- 3** Press the [Scan Position] key.
- 4** Set the scanned position for the front of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position.

Note

- If you have incorrectly set the position, readjust the position with the [↑], [↓], [←] or [→] key.
- If you don't set the scanned position of the back of the original, go to step **6**.

5 Set the scanned position for the back of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position. And press the [OK] key.

Note

- The scanned position for the back you set here is valid when you copy 2-sided originals.

6 Press the [OK] key.

7 Press the [OK] key.

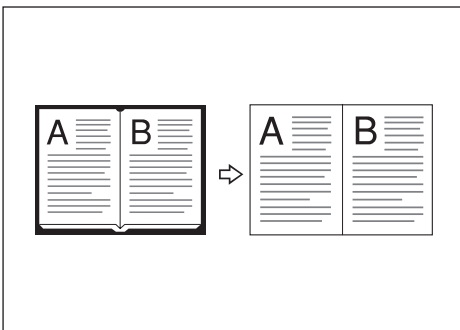
8 Place your originals, and then press the [Start] key.

Erase

This function erases the center and/or all four sides of the original image. This function also erases the inside or outside of the specified area. This function has the following three types:

❖ **Border**

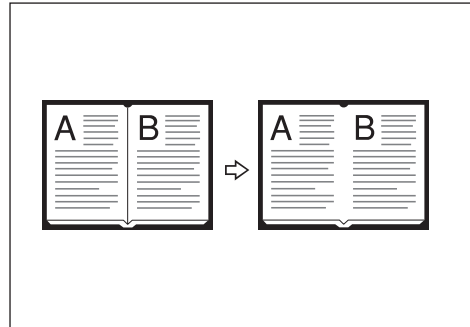
This mode erases the edge margin of the original image.



GCCE2E

❖ **Center**

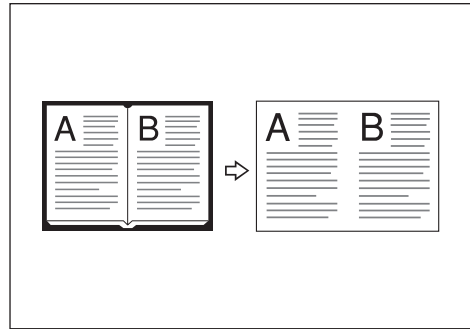
This mode erases the center margin of the original image.



GCCE1E

❖ **Center/Border**

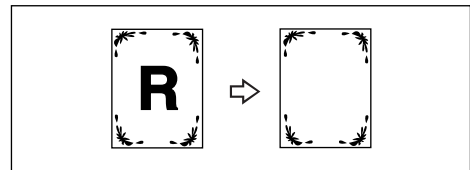
This mode erases both the center and edge margins of the original image.



GCCE3E

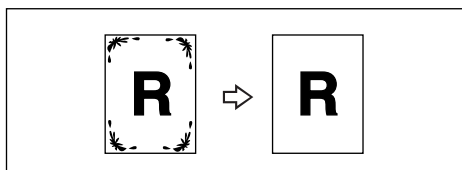
❖ **Inside**

This mode blanks out a designated area of the copy image.



❖ Outside

This mode blanks out all areas of the copy image except the area you choose.

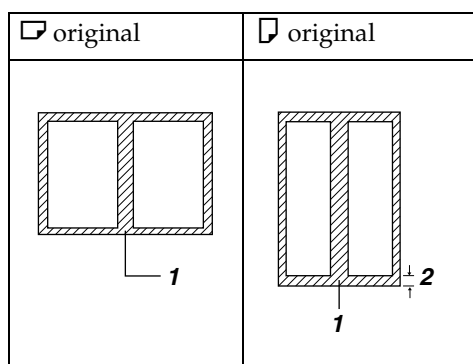


🔍 Reference

The erase width in the Border, Center and Center/Border modes is set to 10mm (0.4") at default settings. You can change this settings with the User Tools. ⇒ p.104 "Erase Center Width", ⇒ p.103 "Erase Border Width"

📌 Note

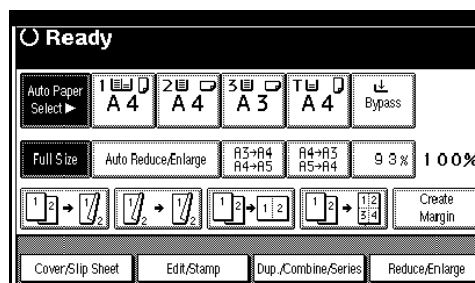
- ❑ The relation between the original orientation and the erased part is as follows:



1. Erased part
2. 2-99mm, 0.1"-3.9"

Border Erase

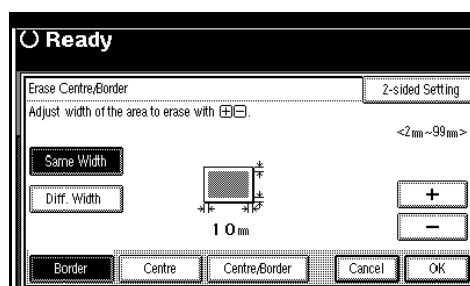
- 1 Press the [Edit/Stamp] key.



- 2 Press the [Erase] key.
- 3 Press the [Erase Center/Border] key.
- 4 Set the erase border width.

Selecting [Same Width]

- 1 Press the [Same Width] key.



- 2 Set an erase border width with the [+] and [-] keys.

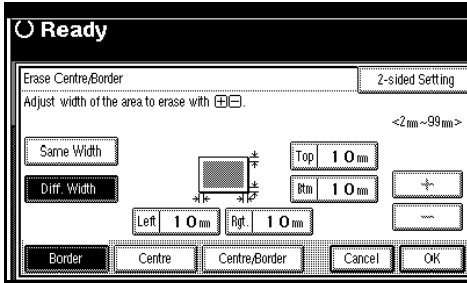
📌 Note

- ❑ To change the value entered, press the [+] and [-] keys to set the new value.

- 3 Press the [OK] key.

Selecting [Diff. Width]

1 Press the [Diff. Width] key.



2 Press the key for the border you wish to change and set an erase border width with the [+] and [-] keys.

3 Press the [OK] key.

5 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the border of the back of the original, go to step 7.

6 Set the border to be eased of the back.

Note

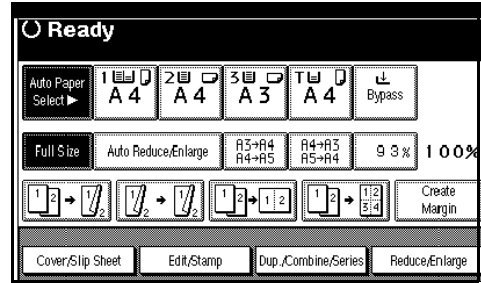
- Erasing the border of the back is valid only when you copy 2-sided originals.

7 Press the [OK] key.

8 Place your originals, and then press the [Start] key.

Center Erase

1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.

3 Press the [Erase Center/Border] key.

4 Press the [Center] key.

5 Set the erase center width with the [+] and [-] keys, and then press the [OK] key.

6 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the center of the back of the original, go to step 8.

7 Set the center to be eased of the back.

Note

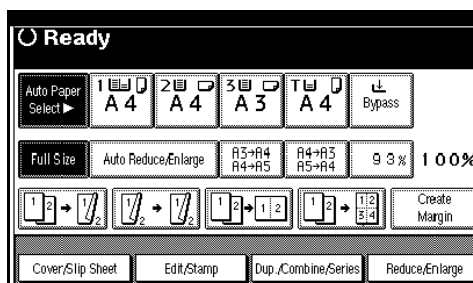
- Erasing the center of the back is valid only when you copy 2-sided originals.

8 Press the [OK] key.

9 Place your originals, and then press the [Start] key.

Center/Border Erase

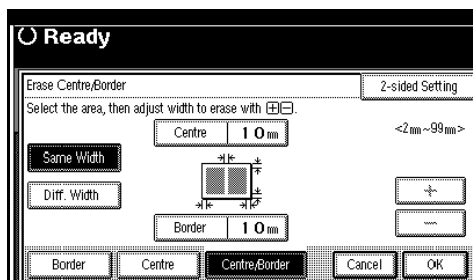
- 1 Press the [Edit/Stamp] key.



- 2 Press the [Erase] key.
- 3 Press the [Erase Center/Border] key.
- 4 Press the [Center/Border] key.
- 5 Set the border to be erased.

Selecting [Same Width]

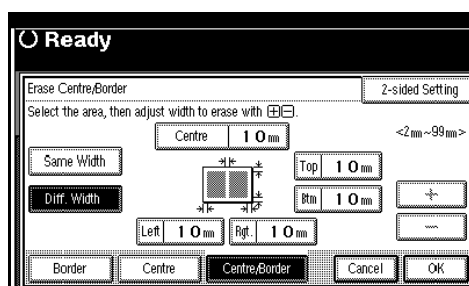
- 1 Press the [Same Width] key.



- 2 Press the [Center] key, and then set the erase center width with the [+] and [-] keys.
- 3 Press the [Border] key, and then set the erase border width with the [+] and [-] keys.
- 4 Press the [OK] key.

Selecting [Diff. Width]

- 1 Press the [Diff. Width] key.



- 2 Press the key for the part you wish to change, and then set an erase margin width with the [+] and [-] keys.
- 3 Press the [OK] key.
- 6 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the center or border of the back of the original, go to step 8.

- 7 Set the center or border to be eased of the back.

Note

- Erasing the center or border of the back is valid only when you copy 2-sided originals.

- 8 Press the [OK] key.
- 9 Place your originals, and then press the [Start] key.

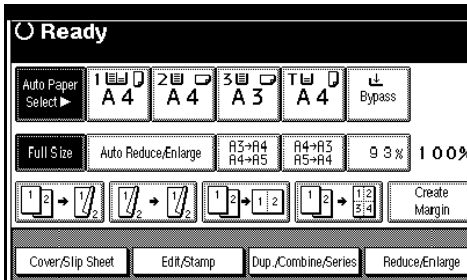
Inside Erase

- 1 Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

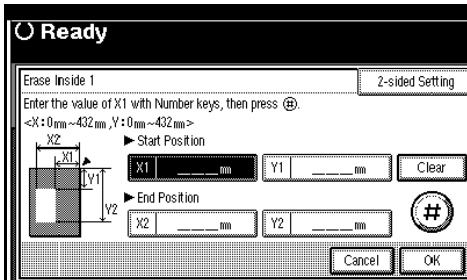
Note

- The length you can input is 0–432mm, 0–17".

- 2 Press the [Edit/Stamp] key.



- 3 Press the [Erase] key.
- 4 Press the [Erase Inside 1] or [Erase Inside 2] key.
- 5 Enter the value of [X1] with the number keys, and then press the [#] key.



- 6 Enter the value of [Y1] with the number keys, and then press the [#] key.
- 7 Enter the value of [X2] with the number keys, and then press the [#] key.

- 8 Enter the value of [Y2] with the number keys, and then press the [#] key.

- 9 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the image on the back, go to step 11.

- 10 Enter the values of [X1], [Y1], [X2] and [Y2] for the back.

Note

- Erasing the image of the back is valid when you copy 2-sided originals.

- 11 Press the [OK] key.

- 12 Press the [OK] key.

- 13 Press the [OK] key.

- 14 Place your originals, and then press the [Start] key.

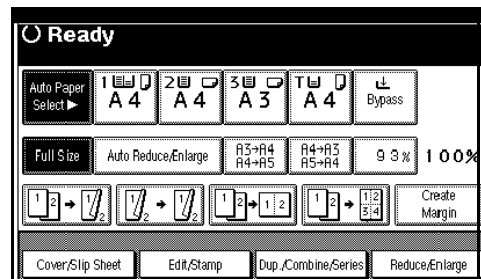
Outside Erase

- 1 Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

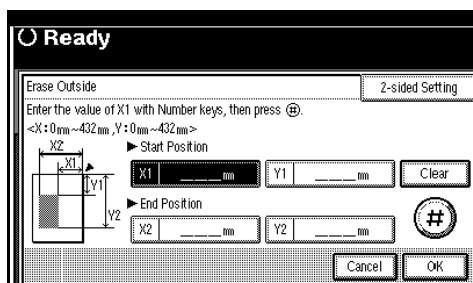
Note

- The length you can input is 0–432mm, 0–17".

- 2 Press the [Edit/Stamp] key.



- 3 Press the [Erase] key.
- 4 Press the [Erase Outside] key.
- 5 Enter the value of [X1] with the number keys, and then press the [#] key.



- 6 Enter the value of [Y1] with the number keys, and then press the [#] key.
- 7 Enter the value of [X2] with the number keys, and then press the [#] key.
- 8 Enter the value of [Y2] with the number keys, and then press the [#] key.
- 9 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the image on the back, go to step 11.

- 10 Enter the values of [X1], [Y1], [X2] and [Y2] for the back.

Note

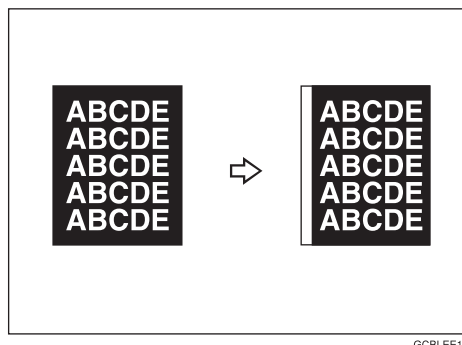
- Erasing the image of the back is valid when you copy 2-sided originals.

- 11 Press the [OK] key.
- 12 Press the [OK] key.
- 13 Press the [OK] key.

- 14 Place your originals, and then press the [Start] key.

3 Edges Full Bleed

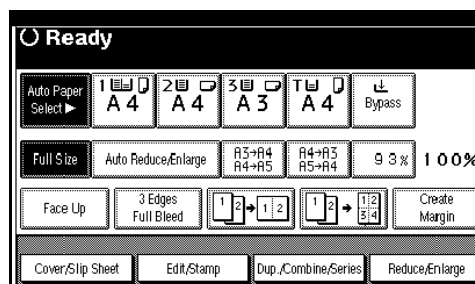
You can make the full image copy by cutting down the margin of Top, Bottom, and Right sides. This function is useful for the originals full of image.



Preparation

Before using this function, select [3 Edges Full Bleed] for a Copy Function Key. ⇒ p.101 "Copy Function Key: F1-F5"

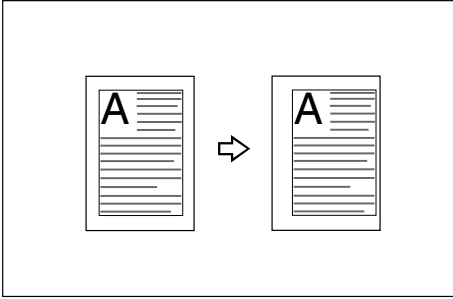
- 1 Press the [3 Edges Full Bleed] key.



- 2 Place your originals, and then press the [Start] key.

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Reference

Related Initial Settings

⇒ p.103 “Front Margin: Left/Right”

⇒ p.103 “Back Margin: Left/Right”

⇒ p.103 “Front Margin: Top/Bottom”

⇒ p.103 “Back Margin: Top/Bottom”

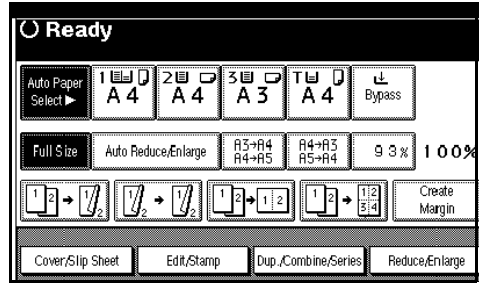
⇒ p.103 “1 sided→2 sided Auto Margin:T to T”

Note

- You can change the width of the binding margin as follows.

Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

- Press the [Edit/Stamp] key.



- Press the [Erase/Margin Adj.] key.

- Press the [Margin Adjustment] key.

- Set a binding margin for a front page. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.

Note

- To change the value entered, press the [←], [→], [↓], [↑] keys to set the new value.
- If you do not need to specify the margins for the back side pages, press the [OK] key and go to step 6.

- Set a binding margin for the back side pages. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins. Then press the [OK] key.

Note

- Margin on the back side of the page is valid only when [Duplex] or [Duplex] of Combine is selected.

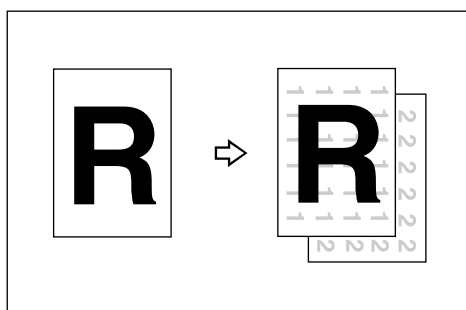
- Press the [OK] key.

- Press the [OK] key.

- 8 Place your originals, and then press the **[Start]** key.

Background Numbering

Use this function to have numbers printed on the background of copies.



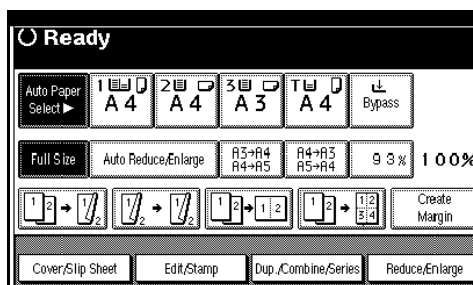
GCSTMP2E

Reference

Related Initial Settings

⇒ p.105 "Size" and "Density" in "Background Numbering".

- 1 Press the **[Edit/Stamp]** key.



- 2 Press the **[Stamp]** key.
- 3 Press the **[Background Numbering]** key.
- 4 Enter the number to start counting from with the number keys.

Note

- To change the entered number, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

- 5 Press the **[OK]** key.

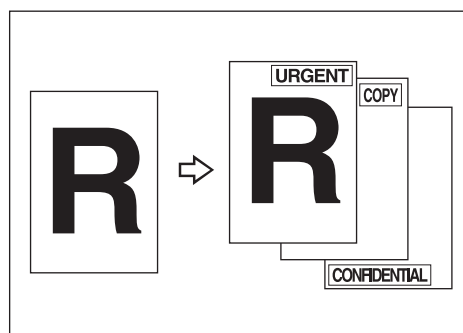
- 6 Press the **[OK]** key.

- 7 Press the **[OK]** key.

- 8 Set your originals, then press the **[Start]** key.

Preset Stamp

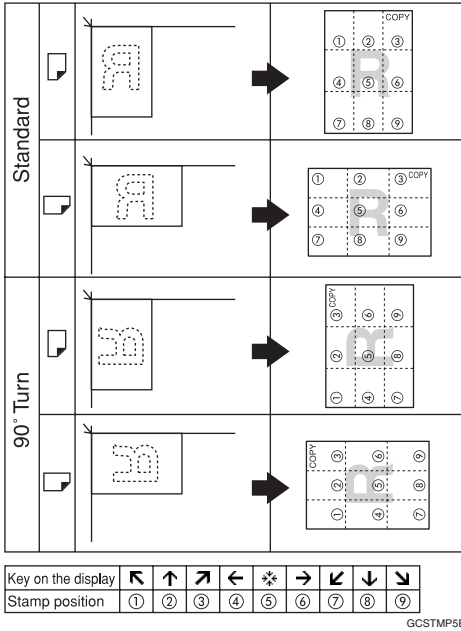
Messages that you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP1E

One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminary", "For internal use", "CONFIDENTIAL", "DRAFT".

Stamp Position and Original Direction



2

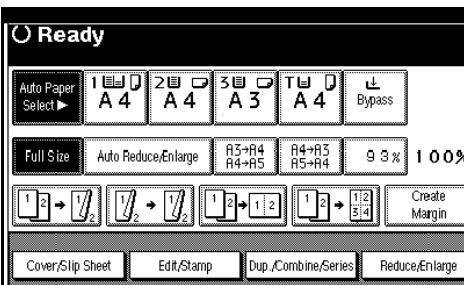
Note

- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

Reference

- ⇒ p.105 "Stamp Language"
- ⇒ p.106 "Stamp Position"
- ⇒ p.106 "Stamp Format"

1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.

3 Press the [Preset Stamp] key.

4 Select the desired message.

5 Press the [All Pages] or [1st Page only] key to select the print page.

Note

- You can change the position, size, and density of the stamp.
⇒ p.66 "Changing the stamp position, size and density"

6 After you specify all the desired settings, press the [OK] key.

7 Press the [OK] key.

8 Place your originals, and then press the [Start] key.

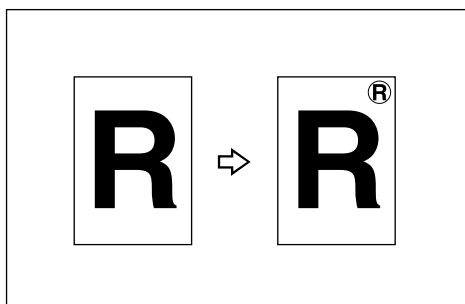
Changing the stamp position, size and density

1 Press the [Change] key.

2 Select the position for print, size and density, then press the [OK] key.

User Stamp

Copies with the registered stamp.



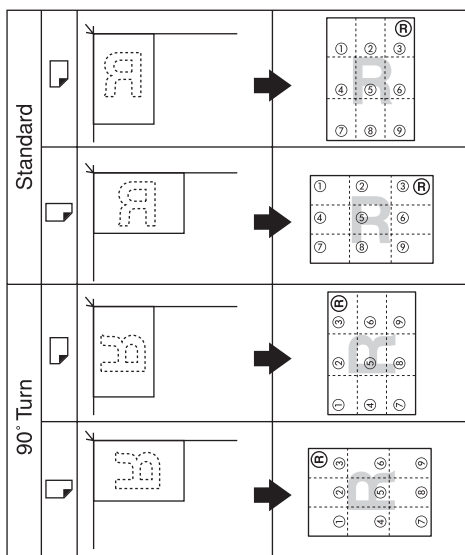
GCSTMP0E

Preparation

Before using this function, you have to program a user stamp.

⇒ p.68 "To program the user stamp"

Stamp position and original orientation



Key on the display	↶	↑	↗	←	*	→	↘	↓	↵
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

GCSTMP6E

Note

- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

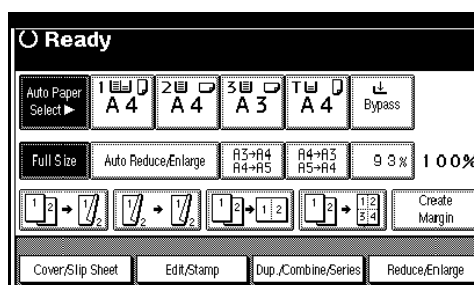
Reference

Related Initial Settings

⇒ p.106 "Stamp Position"

⇒ p.106 "Stamp Format"

1 Press the [Edit/Stamp] key.

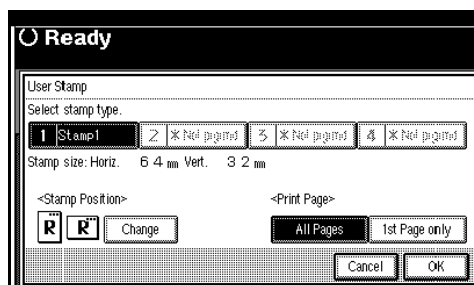


2 Press the [Stamp] key.

3 Press the [User Stamp] key.

4 Select the stamp you require.

5 Press the [All Pages] or [1st Page only] key to select the print page.



Note

- You can change the stamp position. ⇒ p.68 "To change the stamp position"

6 After making all settings, press the [OK] key.

7 Press the [OK] key.

8 Place the original, then press the [Start] key.

To change the stamp position

2

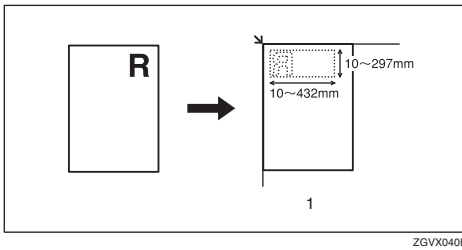
1 Press the [Change] key.

2 Select the desired position, and then press the [OK] key.

To program the user stamp

Note

- ❑ The range of stamp images for readability is 10–297mm high (0.4"–11.7") and 10–432mm (0.4"–17") wide.

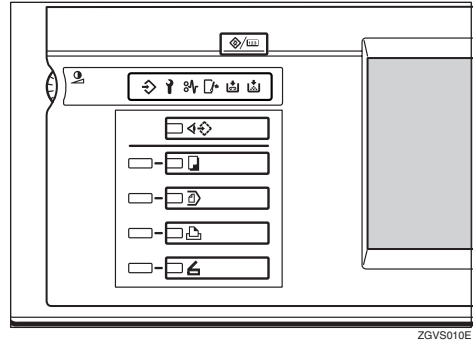


1. Placing the original on the exposure glass

- ❑ Up to four messages that you use frequently can be stored in the machine's memory.

1 Make sure that the machine is in Copy mode.

2 Press the [User Tools/Counter] key.



3 Press the [Copier/Document Server Features] key.

The main menu of the Copier/Document Server features appears.

4 Press the [Stamp] key.

5 Press the [User Stamp] key.

6 Press the [Program/Delete Stamp] key.

7 Press the [Program] key and press the stamp number (1–4) you want to program.

Note

- ❑ Stamp numbers with already have settings in them.
- ❑ If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the [Yes] or [No] key.

8 Enter the user stamp name with the letter keys on the display panel. You can register up to 10 characters.

Reference

⇒ "Entering Text Characters" in the General Settings Guide

9 Enter the horizontal size of the stamp with the number keys, and then press the [#] key.

10 Press the [Vertical] key, and then enter the vertical size in the same way as step **9**.

11 Place the user stamp on the exposure glass, and then press the ["Start Scanning"] key.

The original will be scanned, and the stamp will be registered.

 **Note**

- Originals cannot be scanned from the document feeder when programming the user stamp.

12 Press the [Exit] key.

13 Press the [Exit] key.

The display returns to the main menu of the Copier/Document Server features.

14 Press the [Exit] key.

Exits the settings and will become ready to copy.

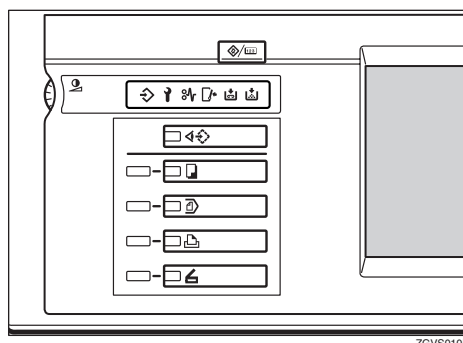
To delete the user stamp

 **Important**

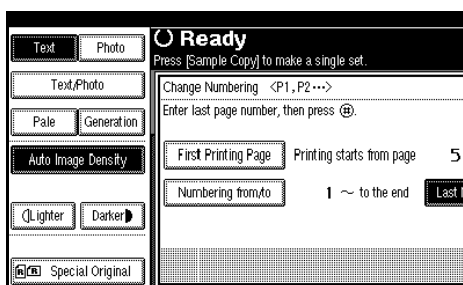
- You cannot restore a deleted stamp.

1 Make sure that the machine is in Copy mode.

2 Press the [User Tools/Counter] key.



3 Press the [Copier/Document Server Features] key.



4 Press the [Stamp] key.

5 Press the [User Stamp] key.

6 Press the [Program/Delete Stamp] key.

7 Press the [Delete] key, then press the stamp number (1–4) you want to delete.

8 Select the [Delete] key, then press the [OK] key.

9 Press the [Exit] key.

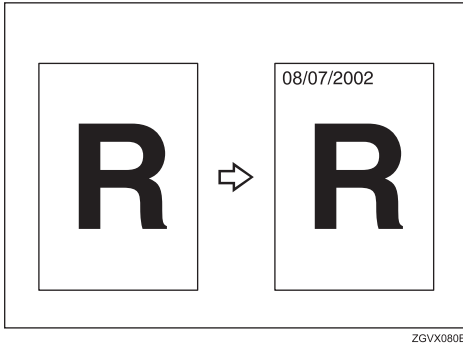
The display returns to the main menu of the Copier/Document Server features.

10 Press the [Exit] key.

Exits the settings and will become ready to copy.

Date Stamp

Use this function to print a date on your copies.

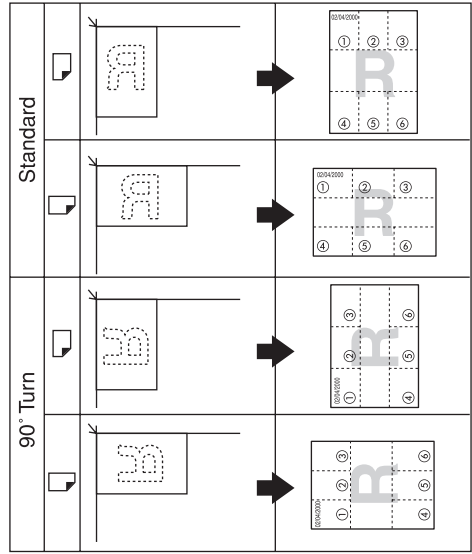


ZGVX080E

You can select from the following styles.

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.MMM.YYYY

Stamp position and original orientation



Key on the display	↶	↷	↖	↗	↘	↙
Stamp position	①	②	③	④	⑤	⑥

GCSTMP7E

Note

- You cannot use the bypass tray with this function.

Reference

Related Initial Settings

⇒ p.106 "Font"

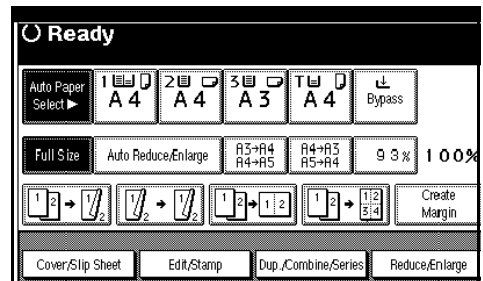
⇒ p.106 "Size"

⇒ p.106 "Superimpose"

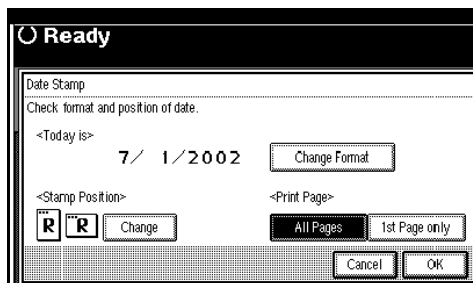
⇒ p.106 "Stamp Position"

⇒ "Set Date" in the General Settings Guide

1 Press the [Edit/Stamp] key.



- 2 Press the [Stamp] key.
- 3 Press the [Date Stamp] key.
- 4 Press the [All Pages] or [1st Page only] key to select the print page.



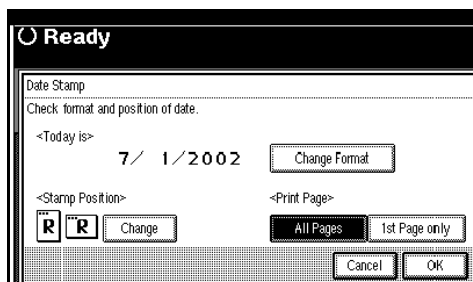
Note

- You can change the font and position of the date to be stamped.
⇒ p.71 "To change the style of date"

- 5 After all the settings are complete, press the [OK] key.
- 6 Press the [OK] key.
- 7 Place the original, then press the [Start] key.

To change the style of date

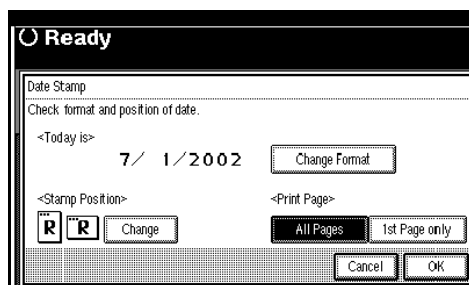
- 1 Press the [Change Format] key.



- 2 Select the date format, and then press the [OK] key.

To change the stamp position

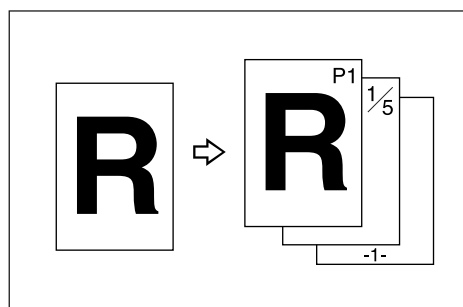
- 1 Press the [Change] key.



- 2 Select the desired Date Stamp position, and then press the [OK] key.

Page Numbering

Use this function to print page numbers on your copies.

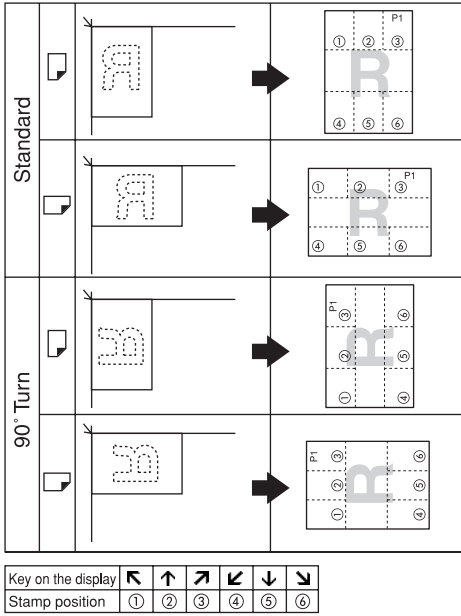


CP2G0100

There are six types of Page Numbering (n is the total number of pages in your original):

- P1,P2,...Pn
- 1/n,2/n,...n/n
- -1,-2,...-n-
- P.1,P.2,...P.n
- 1, 2...n
- 1-1,1-2,..1-n

Stamp position and original orientation



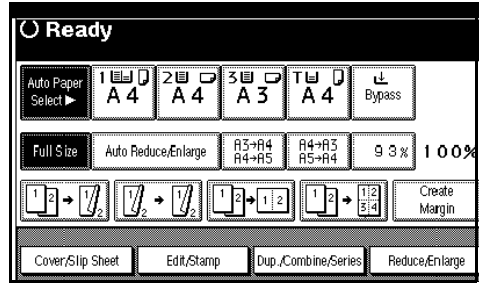
Note

- You cannot use the bypass tray with this function.

Reference

- Related Initial Settings
- ⇒ p.106 "Font"
 - ⇒ p.106 "Size"
 - ⇒ p.107 "Superimpose"
 - ⇒ p.107 "Stamp Format"
 - ⇒ p.107 "Duplex Back Page Stamping Position"
 - ⇒ p.107 "Stamp Position"
 - ⇒ p.107 "Stamp on Designated Slip Sheet"

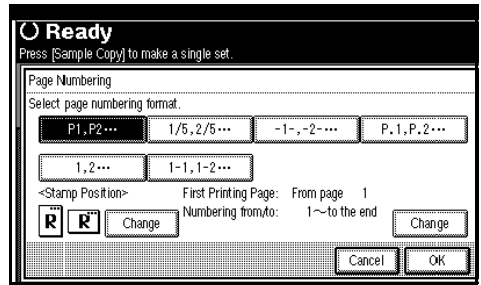
- Press the [Edit/Stamp] key.



- Press the [Stamp] key.

- Press the [Page Numbering] key.

- Select the format.



Note

- You can specify the stamp position, pages to be stamped, and numbering. ⇒ p.73 "Changing the stamp position" ⇒ p.73 "Specify the first printing page and start number"

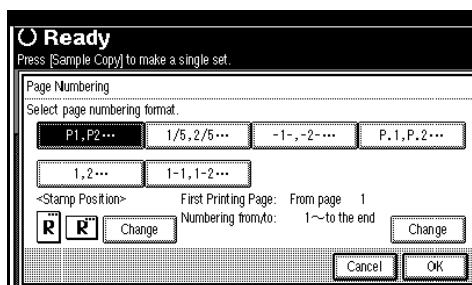
- After you specify all the desired settings, press the [OK] key.

- Press the [OK] key.

- Set the originals, then press the [Start] key.

Changing the stamp position

- 1 Press the [Change] key.



- 2 Select the desired position, and then press the [OK] key.

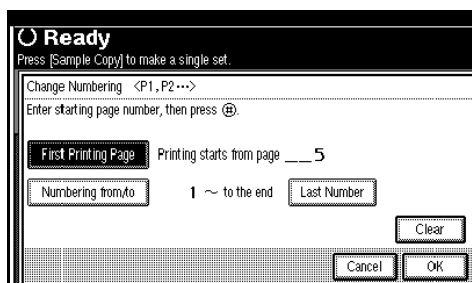
Specify the first printing page and start number

If you selected (P1,P2..., -1,-2..., P.1, P.2..., 1, 2...,)

Note

- Below explains the example when (P1, P2...) is selected. The steps are the same for /other cases.

- 1 Press the right [Change] key.
- 2 Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.



Note

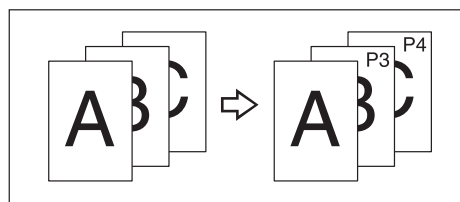
- To change the number entered, press the [Print Inquiry List] or [Clear/Stop] key, and then enter a new number.

- 3 Press the [#] key.

- 4 Press the [Numbering from/to] key, and then enter the number from which to start numbering with the number keys, then press the [#] key.

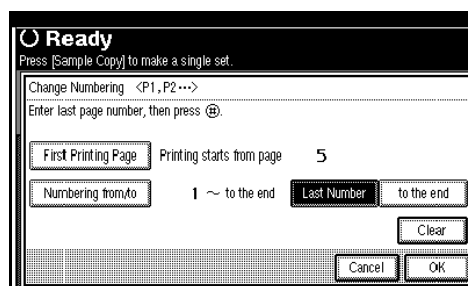
Note

- The following is the example when the first printing page is "2" and the first page number is "3".



GCANPE2-2E

- 5 Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys. , then press the [#] key.



Note

- If you wish to print onto the last page, press the [to the end] key.

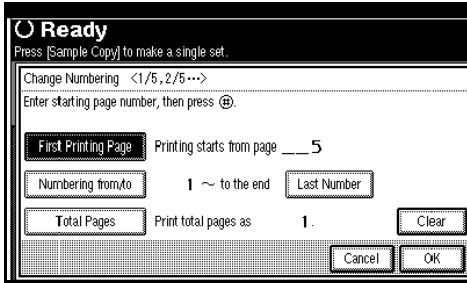
- 6 When all the page designation is complete, press the [OK] key.

- 7 Press the [OK] key.

2

If you selected (1/5, 2/5...)

- 1** Press the right [Change] key.
- 2** Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.



- Note**
- To change the number entered, press the [Print Inquiry List] or [Clear/Stop] key, and then enter a new number.

- 3** Press the [#] key.
- 4** Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys, and then press the [#] key.
- 5** Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys, then press the [#] key.

Proceed to step **6** when not changing.

- Note**
- If you wish to print onto the last page, press [To the end] key.

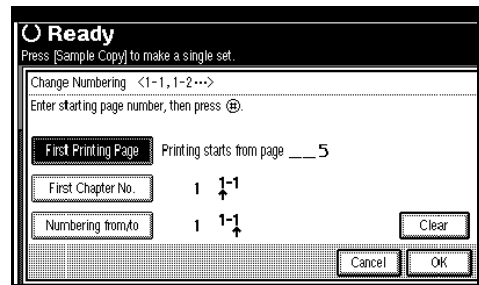
- The last number is the last page number to print. For example, if the [Total Pages] is 10 pages, if you wish to print up to 7 pages and do not wish to print from page 8 on, enter [7] for [Last Number]. Normally, you do not need to enter the number.

- 6** Press the [Total Pages] key, and then enter the total number of original pages with the number keys, then press the [#] key.
- 7** Press the [OK] key.

- Note**
- To change the settings after pressing the [OK] key, press the [Change] key, and then enter the numbers again.

If you selected (1-1, 1-2,...)

- 1** Press the right [Change] key.
- 2** Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.



- Note**
- To change the number entered, press the [Print Inquiry List] or [Clear/Stop] key, and then enter a new number.

- 3** Press the [#] key.

4 Press the [First Chapter No.] key, and then enter the chapter number from which to start numbering with the number keys, then press the [#] key.

5 Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys, then press the [#] key.

6 Press the [OK] key.

7 If all the page designation is complete, press the [OK] key.

Covers

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

Preparation

Before selecting this function, set the tray for the front cover paper. ⇒ “Cover Sheet Tray” in the General Settings Guide

Note

- The cover sheet should be the same size and direction as the copy paper.
- You cannot set the copy paper in the bypass tray. Only set the cover sheets in the bypass tray.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided. ⇒ “Cover Sheet Tray” in the General Settings Guide

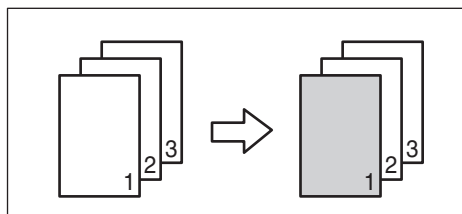
Reference

For how to set the paper when using the interposer, see “Loading Paper in the Interposer” in the General Settings Guide.

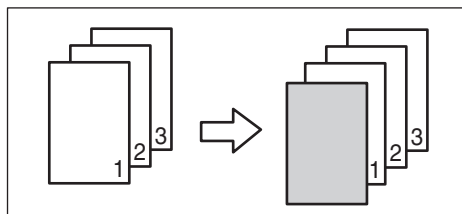
❖ Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

- Copy



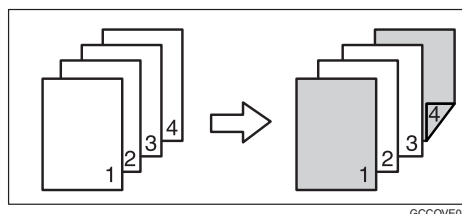
- Blank



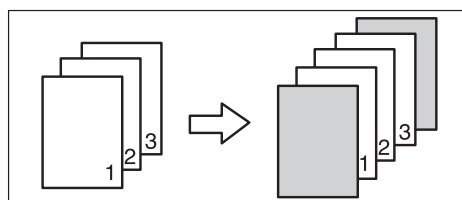
❖ Front/Back Covers

The first and last pages of your original are copied on separate paper for use as covers.

- Copy



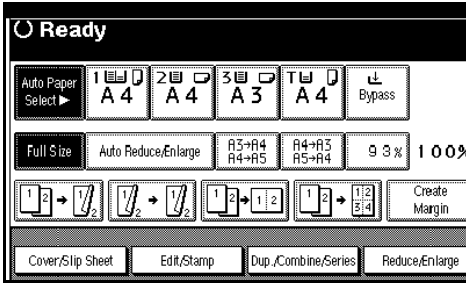
- Blank



Reference

⇒ p.105 “Front Cover Copy in Combine”

1 Press the [Cover/Slip Sheet] key.



2 Press the (["Front Cover" / [Front/Back Cover]) key.

3 Select [Copy] or [Blank] for the cover sheet.

4 Select the paper tray containing the non-cover sheet paper, and then press the [OK] key.

5 Place your originals in the document feeder, and then press the [Start] key.

Designate

Use this function to have certain pages of your original copied onto slip sheets.

Preparation

Before using this function, set the special paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the General Settings Guide.

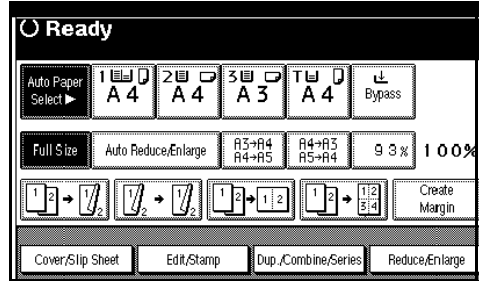
Note

- The paper for the slip sheets should be the same size as the copy paper and should be set in the same direction.
- If you have selected "Interposer" for "Slip Sheet 2 Tray" in System Settings, you cannot copy on the slip sheets if you select "Slip Sheet 2".

- You cannot select the bypass tray for the sheet paper to copy the originals.

- You can specify the pages up to 20.

1 Press the [Cover/Slip Sheet] key.



2 Press the [Desing./Chapter] key.

3 Press the key to select the chapter number.

4 Enter the page number of the original's location you want to copy onto a slip sheet with the number keys. Then, press the [#] key.

5 Select the paper tray for slip sheets.

6 Press the [Copy] key to copy onto the slip sheets. Press the [Blank] key not to copy onto them.

7 Press the [Next Chapter] key.

8 To specify another page location, repeat steps **4** to **7**.

9 When you wish to finish specifying page location, press the [OK] key.

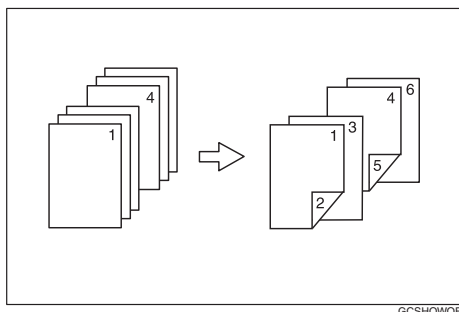
10 Press the [OK] key.

11 Select the paper tray which contains the sheet paper to copy the originals.

12 Set your originals, then press the [Start] key.

Chapter

The page locations you specify with this function will appear on the front of copy sheets.



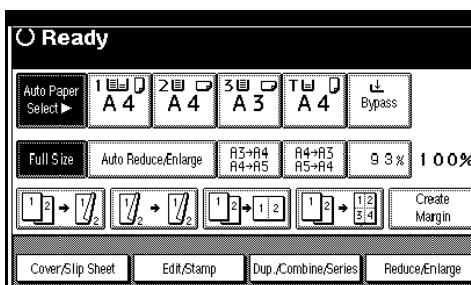
Preparation

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

Note

- You can specify the pages up to 20.
- This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.

1 Press the **[Cover/Slip Sheet]** key.



2 Press the **[Desig./Chapter]** key.

3 Press the key to select the chapter number.

4 Press the **[Chapter]** key.

5 Enter the page location of the first page of the first chapter with the number keys. Then, press the **[#]** key.

6 Press the **[Next Chapter]** key.

7 To specify another page location, repeat steps **4** to **6**.

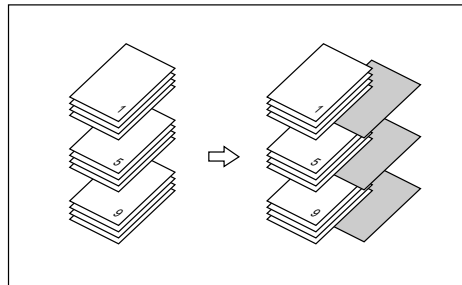
8 When you finish specifying the page location, press the **[OK]** key.

9 Press the **[OK]** key.

10 Set your originals, then press the **[Start]** key.

Blank Slip Sheets

You can insert a blank slip sheet (or sheets) before or after the specified page.



Preparation

Before using this function, select a tray for slip sheets. ⇒ "Slip Sheet 1 Tray", "Slip Sheet 2 Tray" in the General Settings Guide

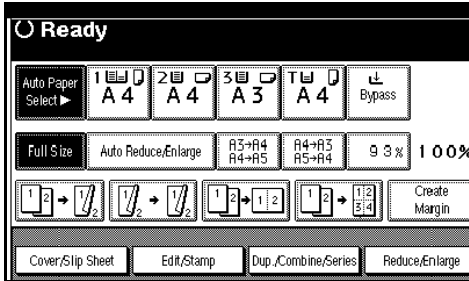
Note

- The paper for the slip sheets should be the same size as the copy paper and should be set in the same direction.
- You can specify the pages (chapters) up to 20.

Reference

For how to set the paper when using the interposer, see ⇒“Loading Paper in the Interposer” in the General Settings Guide.

1 Press the [Cover/Slip Sheet] key.



2 Press the [Desig./Chapter] key.

3 Press the key to select the chapter number.

4 Press the [Insert Sheet] key.

5 Select the paper tray for slip sheets.

6 Select [Before] to insert slip sheets before the page you specify. Select [After] to insert slip sheets after the page you specify. Enter the page number with the number keys.

7 Press the [Insert Quantity] key, and enter the number of sheets you wish to insert with the number keys.

8 Press the [Next Chapter] key.

9 To specify another location where to insert sheets, repeat steps **4** to **8**.

10 When you have finished specifying all settings, press the [OK] key.

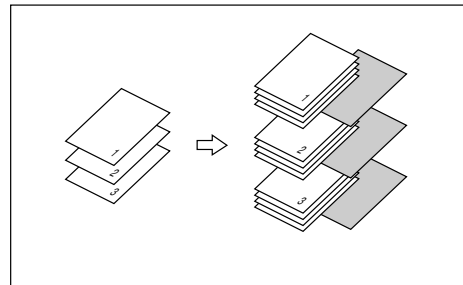
11 Press the [OK] key.

12 Select the paper tray which contains the sheet paper to copy originals.

13 Place your originals, and then press the [Start] key.

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



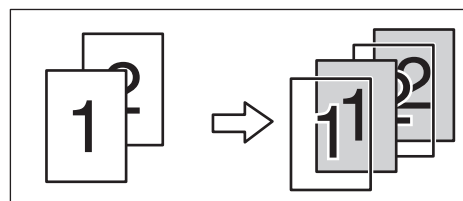
Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

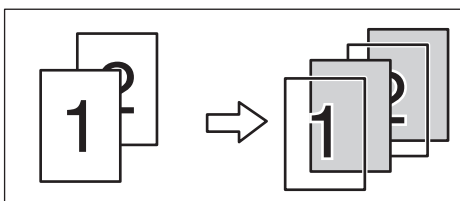
If "1 Sided → 2 Sided" is selected, change it to "1 Sided → 1 Sided".

❖ When using OHP transparencies set on the bypass tray

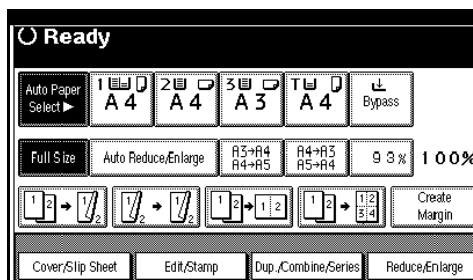
- Copy



- Blank



- 1** Press the [Cover/Slip Sheet] key.



- 2** Press the [Slip Sheet] key.
- 3** Select [Copy] or [Blank], and then press the [OK] key.
- 4** Select the paper tray which contains the sheet paper to copy the originals.
- 5** Place your originals, and then press the [Start] key.

Storing Originals in the Document Server

The Document Server enables you to save documents in the machine memory and then print them as you want.

Important

Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.

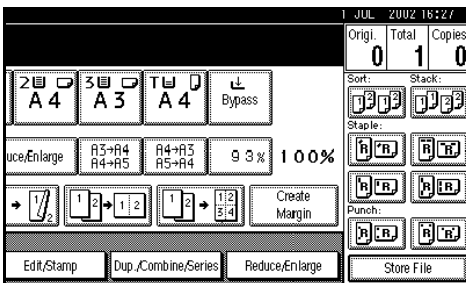
Note

Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default value. You can set the stored data not to be deleted automatically, or specify the period after which the stored data is deleted automatically. ⇒ “Auto Delete File” in the General Settings Guide

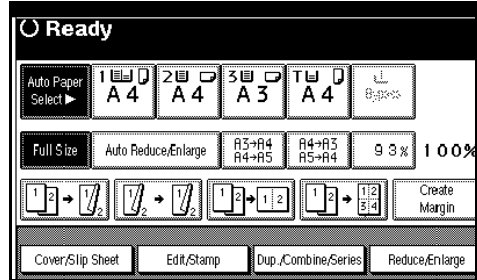
Reference

Refer to the General Settings Guide. For the information on the functions you can use with the Document Server, see p.111 “Combination Chart”.

1 Press the [Stored File] key.



2 Enter a file name, user name, or password if necessary.



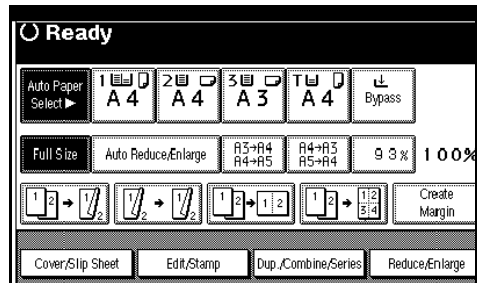
3 Press the [OK] key.

4 Place your originals.

Reference

For more information on the types of originals that can be placed and how to place them, see p.10 “Placing Originals”.

5 Make the scanning settings for the original.



6 Press the **【Start】** key.

Copies are delivered and the scanned data are stored in the hard disk.

 **Note**

- To stop scanning, press the **【Clear/Stop】** key. To resume a paused scanning job, press the **【Resume】** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **【Cancel】** key.
- To check if the document has been stored, press the **【Document Server】** key to display the document selection screen.

3. Program

Programs

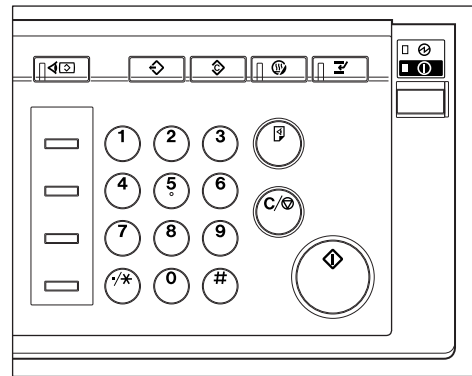
You can store the frequently used copy job settings in the machine memory and recall them for future use.

Note

- You can store up to 10 programs.
- You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned. ⇒ p.101 “Change Initial Mode”
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. ⇒ “Paper Settings” General Settings Guide
- Programs are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are canceled only when you delete or overwrite them with another program.

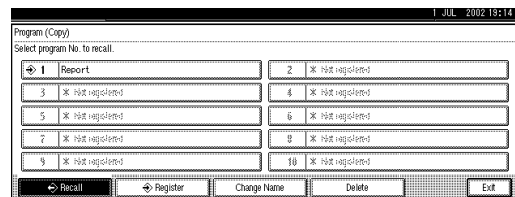
Storing a Program

- 1** Edit the copy settings so that all functions you want to store in this program are selected.
- 2** Press the **[Program]** key.




ZGHS014E

- 3** Press the **[Register]** key.



- 4** Press the program number you want to store.

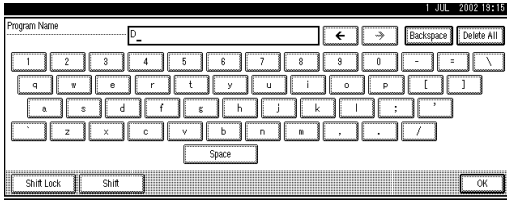
Note

- Program numbers with  already have settings in them.

Reference

⇒ p.84 “Changing a stored program”

- Enter the program name with the letter keys on the display panel. You can enter up to 40 characters.



3

Reference

For details on entering characters, see “Entering Text Characters” in the General Settings Guide.

Note

- If you do not wish to enter the program name, go to step 6.

- Press the [OK] key.

When the settings are successfully stored, the indicator before the program number goes on, followed by the program name. The screen returns to the initial copy display after a short time.

Changing a stored program

- Check the program settings.

Note

- When you want to check the contents of a program, recall the program. ⇒ p.84 “Recalling a Program”

- Repeat steps 1 to 4 of “Storing a Program”.

- Press the [Register] key.

Repeat steps 5, 6 of “Storing a Program”.

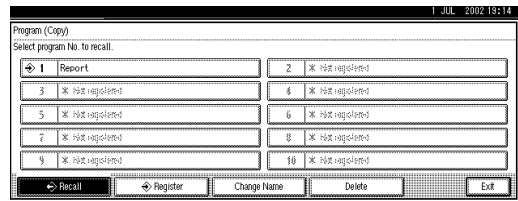
Note

- When it is overwritten, the previous program is erased.

Deleting a Program

- Press the [Program] key.

- Press the [Delete] key.



- Press the program number you want to delete.

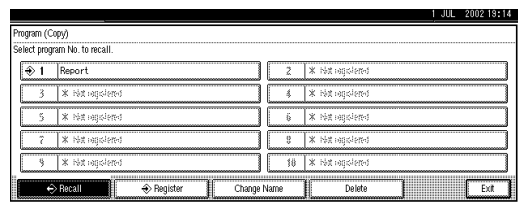
- Press the [Yes] key.

The program is deleted, and the screen returns to the initial copy display.

Recalling a Program

- Press the [Program] key.

- Press the [Recall] key.



- Press the program number you want to recall.

The stored settings are displayed.

Note

- Only programs with contain a program.

- Place your originals, and then press the [Start] key.

4. Troubleshooting

If Your Machine Does Not Operate as You Want

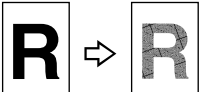
When a Message is Displayed

The following chart contains explanations for the common messages. If other messages appear, follow the instructions as they are displayed.

Message	Cause	Action
Cannot detect original size.	The size of the originals placed is difficult to detect. ⇒ p.7 "Sizes difficult to detect"	Place the original on the exposure glass. ⇒ p.11 "Placing Originals on the Exposure Glass"
		If the original size is difficult to detect, select the paper size manually.
		Do not use Auto Reduce/Enlarge mode.
Original is not placed.	Place your originals.	
Check original orientation.	There is no copy paper that is in the same direction as the originals.	Place the original in the same direction as the copy paper.
Check paper size.	Improper paper size is set.	If you press the [Start] key, copy will start onto the selected paper.
Rotate Sort is not available with this paper size.	A size of paper for which Rotate Sort is not available is selected.	Select the proper paper size. ⇒ p.32 "Sort"
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. ⇒ p.35 "Staple"
Cannot staple paper of this size.	The Staple function cannot be used with paper size selected.	Select a paper size that can be used in Staple mode. ⇒ p.35 "Staple"
Duplex is not available with this paper size.	A paper size not available in Duplex mode has been selected.	Select the proper paper size.
Maximum number of sets is *.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. ⇒ p.101 "Max. Copy Quantity"
Cannot copy. Original is being scanned by other functions.	The Document Server function is in use.	To cancel the job in process, press the [Exit] key, and then press the [Document Server] key. Next, press the [Clear/Stop] key. When the message " [Stop] key was pressed. Stop storing?" appears, press the [Stop] key.




If You Cannot Make Clear Copies


4

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the copy density. ⇒ p.22 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.22 "Adjusting Copy Image Density"
The reverse side of an original image is copied.	The image density is too dark.	Adjust the copy density. ⇒ p.22 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.22 "Adjusting Copy Image Density"
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the copy density. ⇒ p.22 "Adjusting Copy Image Density" Change the direction of the original. Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder is dirty.	Clean them. ⇒ "Maintaining Your Machine" in the General Settings Guide
Copies are too light.	The image density is too light.	Adjust the copy density. ⇒ p.22 "Adjusting Copy Image Density"
	The paper size is not appropriate.	Use the recommended paper. ⇒ General Settings Guide Note <input type="checkbox"/> A light copy may result when you use damp or rough grain paper.
	Toner cartridge is almost empty.	Add toner. ⇒ "Adding Toner" in the General Settings Guide
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ p.10 "Placing Originals"
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	When using the exposure glass, face the originals down. When using the document feeder, face them up. ⇒ p.10 "Placing Originals"
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.


Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ "  Removing Jammed Staple" in the General Settings Guide Note <input type="checkbox"/> After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ⇒ p.35 "Staple"
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not set correctly.	Check the correct position to place the originals. ⇒ p.35 "Staple"
Paper jams occur frequently.	The paper size is not correct.	Set the correct paper size. ⇒ "Changing the Paper Size" in the General Settings Guide
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. Reference ⇒ p.111 "Combination Chart"
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt copying when the memory becomes full. ⇒ p.108 "Memory Full Auto Scan Restart"
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select A3  for A4  originals and A4 for A5 originals (when using a 100% ratio).
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2–99mm. ⇒ p.103 "Erase Border Width" and ⇒ p.104 "Erase Center Width"
	Originals are not scanned correctly.	Set the originals correctly.

Problem	Cause	Action
In Margin Adjustment mode, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with the User Tools. ⇒ p.103 “Front Margin: Left/Right”, ⇒ p.103 “Front Margin: Top/Bottom”, ⇒ p.103 “Back Margin: Left/Right”, ⇒ p.103 “Back Margin: Top/Bottom”
	There is a lack of margin space on the opposite side of the binding position.	
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	<p>Select copy paper larger than the originals.</p> <p>Select the proper reproduction ratio.</p>
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
When Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	<p>When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper.</p> <p> Note</p> <p><input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.</p>
Order of copies is not correct.	You placed the originals in the incorrect order.	When placing a stack of originals in the document feeder, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.
When Duplex, copy is made Top/Bottom even though Left/Right is selected, or copy is made Left/Right even though Top/Bottom is selected.	You placed the originals in the wrong direction.	Place the originals in the correct orientation. ⇒ p.10 “Original Orientation”
Paper does not output during printing with stapling.	When you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit.	Press the [Reset] key and cancel copy settings, including stapling.

When Memory Is Full

Note

- If you set "Memory Full Auto Scan Restart" of the User Tools (⇒ p.108) to "Yes", the memory overflow message will not be displayed, but make Connect Copy for the scanned originals automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Message	Cause	Solution & Reference
<p>Memory is full. ## originals have been scanned.</p> <p>Press the [Print] key to copy scanned originals.</p> <p>Do not remove remaining originals.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copying will stop and this message will be displayed when the memory is full. 	<p>The scanned original exceeds the number of pages that can be stored in memory.</p>	<p>Press the [Output] key to copy scanned originals and clear the scanning data. Press the [Print Inquiry List] key to clear the scanning data and not copy.</p>
<p>Press the [Continue] key to scan and copy remaining originals.</p> <p>[Stop] [Continue]</p>	<p>The machine checks if the remaining original should be copied, after the scanned original has been printed.</p>	<p>To continue copying, remove all copies then press the [Continue] key. To stop copying, press the [Stop] key.</p>

5. User Tools (Copy/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User Tools Item Names	Default Settings
General Features 1/5 ⇒ p.99 "General Features 1/5"	
Auto Paper Select Priority	ON
Auto Tray Switching	With image rotation
Paper Display	Display
Original Type Priority	Text
Original Type Display	Display
Auto Image Density Priority	Text: On Text/Photo: On Photo: Off Pale: On Generation Copy: On
Copy Quality	Text: Normal Text/Photo: Normal Photo: Print Photo Pale: Normal Generation Copy: Normal
Image Density	Text: Normal Text/Photo: Normal Photo: Print Photo Pale: Normal Generation Copy: Normal
General Features 2/5 ⇒ p.101 "General Features 2/5"	
Duplex Mode Priority	1 Sided → 1 Sided (metric) 1 Sided → 2 Sided (inch)
Copy Orientation in Duplex Mode	Top to Top
Original Orientation in Duplex Mode	Top to Top
Change Initial Mode	Standard
Max. Copy Quantity	999 Sheets
Tone: Original remains	ON
Job End Call	ON

User Tools Item Names	Default Settings
General Features 3/5 ⇒ p.101 "General Features 3/5"	
Copy Function Key: F1~F5	<ul style="list-style-type: none"> • F1: 1 Sided → 2 Sided: T to T • F2: 2 Sided: T to T → 2 Sided: T to T • F3: 1 Sided → 1 Sided Combine • F4: 1 Sided → 1 Sided Combine: 4 originals • F5: Create Margin
General Features 4/5 ⇒ p.102 "General Features 4/5"	
Document Server Storage Key: F1~F5	<ul style="list-style-type: none"> • F1: 2 Sided Original Top to Top • F2: 1 Sided → 1 Sided Combine • F3: 1 Sided → 1 Sided Combine: 4 originals • F4: 1 Sided → 1 Sided Combine: 8 originals • F5: Create Margin
General Features 5/5 ⇒ p.102 "General Features 5/5"	
Document Server Print Key: F1~F5	<ul style="list-style-type: none"> • F1: 2 Sided Coy Top to Top • F2: 2 Sided Coy Top to Bottom • F3: Booklet • F4: Magazine • F5: Off
Reproduction Ratio 1/2 ⇒ p.102 "Reproduction Ratio 1/2"	
Shortcut R/E 1~3	<p>Metric version</p> <ul style="list-style-type: none"> • Shortcut R/E 1: 71% • Shortcut R/E 2: 141% • Shortcut R/E 3: 93% <p>Inch version</p> <ul style="list-style-type: none"> • Shortcut R/E 1: 73% • Shortcut R/E 2: 155% • Shortcut R/E 3: 93%

User Tools Item Names	Default Settings
Enlarge 1~5	Metric version <ul style="list-style-type: none"> • Enlarge 1: 115% • Enlarge 2: 122% • Enlarge 3: 141% • Enlarge 4: 200% • Enlarge 5: 400% Inch version <ul style="list-style-type: none"> • Enlarge 1: 121% • Enlarge 2: 129% • Enlarge 3: 155% • Enlarge 4: 200% • Enlarge 5: 400%
Priority Setting: Enlarge	Metric version 141% Inch version 155%
Reproduction Ratio 2/2 ⇒ p.102 “Reproduction Ratio $2/2$ ”	
Reduce 1~6	Metric version <ul style="list-style-type: none"> • Reduce 1: 25% • Reduce 2: 50% • Reduce 3: 61% • Reduce 4: 71% • Reduce 5: 82% • Reduce 6: 87% Inch version <ul style="list-style-type: none"> • Reduce 1: 25% • Reduce 2: 50% • Reduce 3: 65% • Reduce 4: 73% • Reduce 5: 78% • Reduce 6: 85%
Priority Setting: Reduce	Metric version: 71% Inch version: 73%
Ratio for Create Margin	93%
R/E Priority	Reduce
Edit 1/2 ⇒ p.103 “Edit $1/2$ ”	
Front Margin: Left/Right	Metric version: Left 5mm Inch version: Left 0.2”
Back Margin: Left/Right	Metric version: Right 5mm Inch version: Right 0.2”

User Tools Item Names		Default Settings
Front Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
Back Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
1 Sided → 2 Sided Auto Margin: T to T		Metric version: Right 5mm Inch version: Right 0.2"
1 Sided → 2 Sided Auto Margin: T to B		Metric version: T/B 0mm Inch version: T/B 0"
Erase Border Width		Metric version: 10mm Inch version: 0.4"
Erase Original Shadow in Combine		Yes
Erase Centre Width		Metric version: 10mm Inch version: 0.4"
Edit 2/2 ⇒ p.104 "Edit 2/2"		
Image Repeat Separation Line		None
Double Copies Separation Line		None
Separation Line in Combine		None
Copy Back Cover		Outside
Front Cover Copy in Combine		Combine
Copy on Designating Page in Combine		Combine
Orientation: Booklet, Magazine		Open to left
Copy Order in Combine		From left to right
Stamp ⇒ p.105 "Stamp"		
Background Numbering	Size	Normal
	Density	Normal

User Tools Item Names	Default Settings		
Preset Stamp	Stamp Priority	Copy	
	Stamp Language	English	
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0" 	
		Stamp Format	Size: 1×
			Density: Normal
	All pages		
User Stamp	Program/Delete Stamp		
	Stamp Position: 1~4	Metric version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version <ul style="list-style-type: none"> • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0" 	
		Stamp Format : 1~4	All pages
Date Stamp	Format	MM/DD/YYYY	
	Font	Font 1	
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: Top left • Top Margin: 8mm • Right Margin: 32mm Inch version <ul style="list-style-type: none"> • Position: Top left • Top Margin: 0.3" • Right Margin: 0.8" 	
		Stamp Setting	All pages
	Size	Auto	
	Superimpose	No	

User Tools Item Names		Default Settings
Page Numbering	Stamp Format	P1, P2...
	Font	Font 1
	Size	Auto
	Duplex Back Page Stamping Position	Opposite position
	Page Numbering in Combine	Per original
	Stamp on Designated Slip Sheet	No
	Stamp Position	<p>Metric version</p> <ul style="list-style-type: none"> Position P1, 1/5, P.1, 1: Top right -1-, 1-1: Bottom center Top/Bottom Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 8mm Left/Right Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 0mm <p>Inch version</p> <ul style="list-style-type: none"> Position P1, 1/5, P.1, 1: Top right -1-, 1-1: Bottom center Top/Bottom Margin P1, 1/5, P.1, 1: 0.5" -1-, 1-1: 0.3" Left/Right Margin P1, 1/5, P.1, 1: 0.5" -1-, 1-1: 0.0"
Superimpose	No	
Input/Output ¹ / ₂ ⇒ p.107 "Input/Output ¹ / ₂ "		
Switch to Batch	Batch	
SADF Auto Reset	5 seconds	
Rotate Sort: Auto Paper Continue	No	
Auto Sort	No	
Memory Full Auto Scan Restart	No	
Select Stapling Position (Top Left)	Top	
Select Stapling Position (Bottom Left)	Finisher 3000B: Top Slant Finisher 3000M: Top Slant Booklet Finisher: Saddle Stitch	
Select Stapling Position (Top Right)	Top 2	

User Tools Item Names	Default Settings
Select Stapling Position (Bottom Right)	Left 2
Input/Output ² / ₂ ⇒ p.109 "Input/Output ² / ₂ "	
Select Stack Function	Stack
Select Punch Type	2 hdes
Letterhead Setting	No
Eject Copy Face Up/Down in Glass Mode	Face up
Eject Copy Face Up/Down in Bypass Mode	Face up

Accessing the User Tools (Copy/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

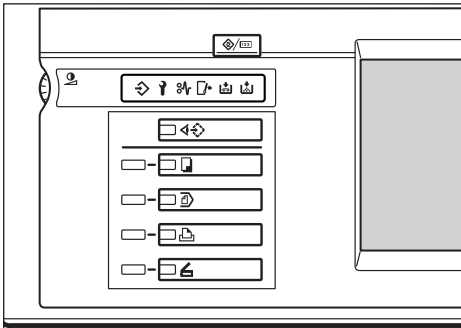
Note

- ❑ Be sure to exit from the User Tools after all the settings are finished.
- ❑ The selected key is highlighted.
- ❑ Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

Reference

For details, see "User Tools (System Settings)" in the General Settings Guide.

- 1** Press the **[User Tools/Counter]** key. The User Tools Main Menu appears.



ZGVS010E

Note

- ❑ When the access code is set, the access code input screen is displayed when changing the initial settings. Operate by entering the registered access code beforehand. For access code, see "Key Operator Tools" in the General Settings Guide.

- 2** Press the **[Copier/Document Server Features]** key.

The Copier/Document Server Features menu appears.

- 3** Select the menu you want to set.

Setting screen for each menu will be displayed.

Reference

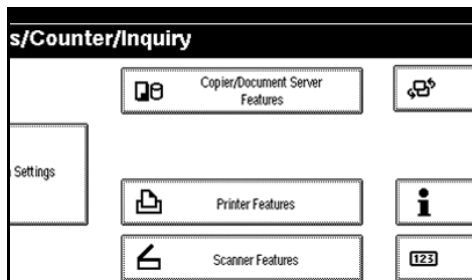
⇒ p.91 "User Tools Menu (Copier/Document Server Features)"

- 4** Change the settings by following the instructions on the display panel, and then press the **[OK]** key.

Exiting From the User Tools

- 1 After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.



Note

- You can also exit from the User Tools by pressing the [User Tools/Counter] key.

General Features 1/5

❖ Auto Paper Select Priority

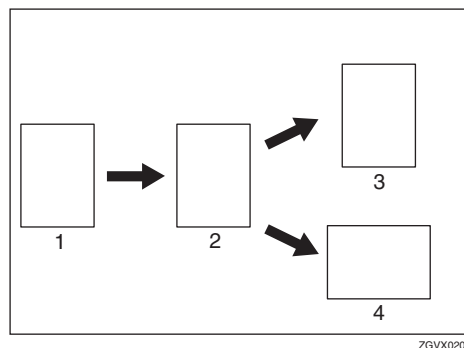
You can choose whether "Auto Paper Select" is selected when the machine is turned on or reset, or modes are cleared. ⇒ p.24 "Selecting Copy Paper"

❖ Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

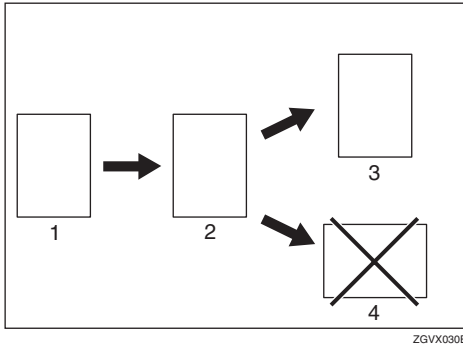
Note

- [With image rotation] Use this to copy with Auto Tray Switching.



1. Original
2. Paper (Tray 1)
3. Paper (Tray 2)
4. Paper (Tray 3)

- [Without image rotation] Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message "Load paper." is displayed.



1. Original

2. Paper (Tray 1)

3. Paper (Tray 2)

4. Paper (Tray 3)

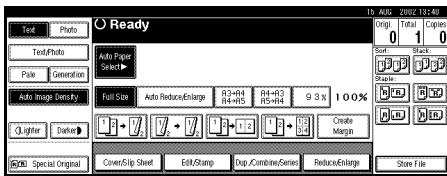
- [OFF] When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

❖ Paper Display

You can choose whether the available paper trays/sizes are shown on the initial display.

Note

- If you choose "Hide", the display is shown as below. When the [Auto Paper Select] key is pressed, paper sizes appear on the display.



❖ Original Type Priority

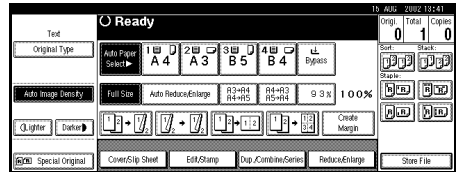
You can select the type of originals to be effective when the machine is turned on or reset, or modes are cleared.

❖ Original Type Display

You can choose whether the original types are shown on the initial display.

Note

- If you choose "Hide", the display is shown as below.



❖ Auto Image Density Priority

You can turn the Auto Image Density on or off for each of the original types (Text, Text/Photo, Photo, Pale, and Generation Copy).

❖ Copy Quality

You can adjust the quality level of copies for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).

- Text
Adjust the sharpness of text.
- Text/Photo
When there are photo(s) and text on the original, determine whether the photo or text takes priority.
- Photo
For a photo original, adjust the finish quality level to match the type of photo original.

- **Pale**
Adjust the quality level for the finish of a pale original with normal density.
- **Generation Copy**
Adjust the quality level so as not to thicken the lines of the finish image.

❖ **Image Density**

You can select one of seven original image density levels for each of the original types (Text, Text/Photo, Photo, Pale, Generation Copy).

General Features ²/₅

❖ **Duplex Mode Priority**

You can select the type of Duplex function effective when the machine is turned on or reset, or modes are cleared.

❖ **Copy Orientation in Duplex Mode**

You can set the copy orientation when making two-sided copies.

❖ **Original Orientation in Duplex Mode**

You can set the original orientation when making two-sided copies.

❖ **Change Initial Mode**

You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on or reset, or modes are cleared.

❖ **Max. Copy Quantity**

The maximum copy quantity can be set between 1 and 999.

❖ **Tone: Original remains**

The beeper (key tone) sounds when you forgot to remove originals after copying.

 **Note**

- ❑ If the "Panel Tone" of the User Tools (System Settings) setting is "Off", the beeper does not sound irrespective of the "Tone: Original remains" setting. ⇒ "Panel Tone" in the General Settings Guide

❖ **Job End Call**

You can choose whether or not the beeper sounds when copying is complete.

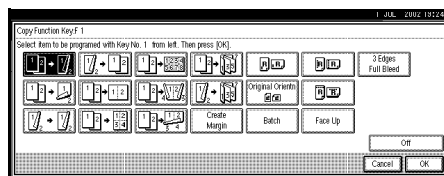
 **Note**

- ❑ If the "Panel Tone" of the User Tools (System Settings) settings is "On", the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

General Features ³/₅

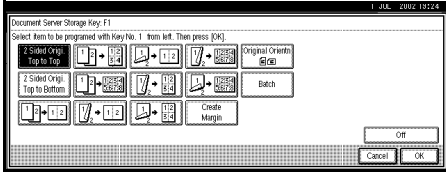
❖ **Copy Function Key: F1-F5**

You can register frequently used functions in function keys F1 to F5. You can also change the registered functions.



General Features 4/5

- ❖ **Document Server Storage Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change the registered functions.



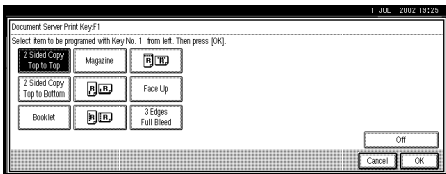
- ❖ **Enlarge 1–5**
You can customize the enlargement ratios available when you press the **[Reduce/Enlarge]** key followed by the **[Enlarge]** key.

115% B4→A3	122% F→A3 A4→B4	141% A4→A3 A5→A4	200% A→A3	400%
Enlarge1	Enlarge2	Enlarge3	Enlarge4	Enlarge5

- ❖ **Priority Setting: Enlarge**
You can set the ratio with priority when the **[Reduce/Enlarge]** key is pressed, followed by the **[Enlarge]** key.

General Features 5/5

- ❖ **Document Server Print Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change the registered functions.



Reproduction Ratio 2/2

- ❖ **Reduce 1–6**
You can customize the reduction ratios available when you press the **[Reduce/Enlarge]** key followed by the **[Reduce]** key.

25% A3→A5 F→A5	50% A3→A5 F→A5	61% A3→A4 A4→A5	71% A3→A4 A4→A5	82% F→A4 B4→A4	87%
Reduce1	Reduce2	Reduce3	Reduce4	Reduce5	Reduce6

Reproduction Ratio 1/2

- ❖ **Shortcut R/E 1–3**
You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.

- ❖ **Priority Setting: Reduce**
You can set the ratio with priority when the **[Reduce/Enlarge]** key is pressed, followed by the **[Reduce]** key.

- ❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering "Create Margin" in a Shortcut Key.

Note

- ❑ You can enter the ratio between 90 and 99 (in 1% steps) with the number keys.

❖ R/E Priority

Specifies which tab is given priority on the display panel when the [Reduce/Enlarge] key is pressed.

Edit 1/2

❖ Front Margin: Left/Right

You can specify left and right margins on the front side of copies in Margin Adjust mode.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ Back Margin: Left/Right

You can specify left and right margins on the back side of copies in Margin Adjust mode.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ Front Margin: Top/Bottom

You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ Back Margin: Top/Bottom

You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ 1 sided→2 sided Auto Margin:T to T

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ 1 sided→2 sided Auto Margin:T to B

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

Note

- You can enter the margins between 0 and 30mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ Erase Border Width

You can specify the width of the erased border margins in this function.

Note

- You can enter the width between 2 and 99mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

❖ Erase Original Shadow in Combine

In Combine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

❖ **Erase Center Width**

You can specify the width of the erased center margins this function.

 **Note**

- You can enter the width between 2 and 99mm in 1mm steps (0" and 1.2" in 0.1" steps) with the number keys.

Edit ²/₂

❖ **Image Repeat Separation Line**

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

- An image of approximately 1.5mm (0.06") will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Double Copies Separation Line**

You can select a separation line in Double Copy mode from None, Solid, Broken A, Broken B or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

- An image of approximately 1.5mm (0.06") will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Separation Line in Combine**

You can select a separation line in Combine mode from None, Solid, Broken A, Broken B or Crop Marks. ⇒ p.45 "1 Sided Combine", ⇒ p.47 "2 Sided Combine"

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

An image of approximately 1.5mm (0.06") will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Copy Back Cover**

When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page).

❖ **Front Cover Copy in Combine**

You can specify whether to make a combined copy on the front cover sheet when you select Front Cover copy mode.

Combine		Not Combined	
1 2	5 6	1	2 3
3 4	7 8		4 5
			6 7
			8

GCST019E

❖ **Copy on Designating Page in Combine**

You can specify whether to make a combined copy on the designate.

❖ **Orientation: Booklet, Magazine**

You can select the type of originals for Booklet or Magazine mode.

❖ **Copy Order in Combine**

You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".

From Left to Right	From Top to Bottom																
<table border="1"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table>	1	2	3	4	<table border="1"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table>	1	3	2	4								
1	2																
3	4																
1	3																
2	4																
<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	2	3	4	5	6	7	8	<table border="1"> <tr><td>1</td><td>3</td><td>5</td><td>7</td></tr> <tr><td>2</td><td>4</td><td>6</td><td>8</td></tr> </table>	1	3	5	7	2	4	6	8
1	2	3	4														
5	6	7	8														
1	3	5	7														
2	4	6	8														

GCAH090E

Stamp

Background Numbering

❖ **Size**

You can set the size of the numbers.

❖ **Density**

You can set the density of the numbers.

Preset Stamp ¹/₄-⁴/₄

❖ **Stamp Priority**

You can select the stamp type that is given priority when the [Preset Stamp] key is pressed. ⇒ p.65 "Preset Stamp"

❖ **Stamp Language**

You can select the language of the message that is printed in Stamp mode.

❖ **Stamp Position**

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

❖ **Stamp Format**

You can adjust the size, density and print page for the stamp.

- Size
You can set the size of the stamp.
- Density
You can set the pattern used to print the stamp.

 **Note**

- Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.
- Lighter: The image can be seen through the stamp.
- Light: You can see the image even clearer than in the "Lighter" setting.
- Print Page
You can select whether the stamp is printed on the first page or all pages.

User Stamp $1/2-2/2$

❖ **Program/Delete Stamp**

You can register/change/delete designs you like as user stamps.

 **Note**

- You can register up to 4 custom stamps with your favorite designs. ⇒ p.68 "To program the user stamp"

 **Reference**

For how to delete stamps, see p.69 "To delete the user stamp"

❖ **Stamp Position**

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

❖ **Stamp Format**

You can adjust the print page for User Stamps 1 to 4 that you registered.

- Stamp Page
Sets whether to print the stamp on all pages or only on the first page.

Date Stamp

❖ **Format**

You can select the date format for Date Stamp mode.

❖ **Font**

You can select the Date Stamp font.

❖ **Stamp Position**

You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.

❖ **Stamp Setting**

You can select whether the date is printed on the first page or all pages.

❖ **Size**

You can set the Date Stamp size.

❖ **Superimpose**

You can select whether the Date Stamp is printed negative when it overlaps black parts of the image.

Page Numbering ^{1/3-2/3}

❖ Stamp Format

You can select the page number format that is given priority when the **[Page Numbering]** key is pressed.

❖ Font

You can select the font of the page number that is printed in Page Numbering mode.

❖ Size

You can set the size of the stamp that is printed in Page Numbering mode.

❖ Duplex Back Page Stamping Position

You can set the position of the duplex back page number that is printed in Duplex mode.

❖ Page Numbering in Combine

You can set how the pages are numbered when you use the Combine function and Page Numbering function together.

❖ Stamp on Designated Slip Sheet

You can select whether to print the page number onto slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ Stamp Position

P1, P2...Stamp Position: 1/5, 2/5...Stamp Position: —1-, —2-...Stamp Position: P.1, P.2...Stamp Position: 1, 2...Stamp Position: 1-1, 1-2...

You can set the position at which the stamp is printed.

Press the arrow keys to adjust the position.

❖ Superimpose

You can select whether page numbers are printed negative when they overlap black parts of the image.

Input/Output ^{1/2}

❖ Switch to Batch (SADF)

You can select whether Batch mode or SADF mode is displayed when you press the Special Original key. ⇒ p.12 "Batch mode"

❖ SADF Auto Reset

When you set one original at a time in the document feeder, the **Auto Feed** indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 in 1 second increments.

❖ Rotate Sort: Auto Paper Continue

You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. ⇒ p.32 "Rotate Sort"

Note

If you select **[No]**:

- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

If you select **[Yes]**:

- Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

❖ **Auto Sort**

You can specify whether Sort mode is selected when the machine is turned on or reset, or the mode is cleared.

❖ **Memory Full Auto Scan Restart**

When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, and then automatically proceed scanning the remaining originals.

You can enable or disable this function.

 **Note**

If you select [No]:

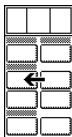
- When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

If you select [Yes]:

- You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

❖ **Select Stapling Position (Top Left)**

You can register a type of stapling used frequently in the top left staple key on the initial display. You can also change the registered type.

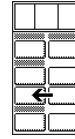


 **Note**

The Finisher 3000B, Finisher 3000M or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Bottom Left)**

You can register a type of stapling used frequently in the bottom left staple key on the initial display. You can also change the registered type.

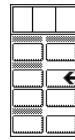


 **Note**

The Finisher 3000B, Finisher 3000M or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Top Right)**

You can register a type of stapling used frequently in the top right staple key on the initial display. You can also change the registered type.

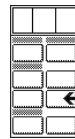


 **Note**

The Finisher 3000B, Finisher 3000M or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Bottom Right)**

You can register a type of stapling used frequently in the bottom right staple key on the initial display. You can also change the registered type.



 **Note**

The Finisher 3000B, Finisher 3000M or Booklet Finisher is required to use this function.

Input/Output²/₂

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority to be shown on the initial display.

Note

- An optional finisher is required to use this function.

❖ **Letterhead Setting**

If you select "Yes" in this function, the machine rotates the image correctly.

Note

- Direction-fixed (top to bottom) or 2-sided paper might not be printed correctly depending on how the originals and paper are placed.

Reference

When using letterhead paper, be careful of the paper orientation. ⇒ p.9 "Direction-fixed paper or 2-sided paper"

❖ **Eject Copy Face Up/Down in Glass**

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

❖ **Eject Copy Face Up/Down in Bypass Mode**

You can specify the way in which copies are delivered when copying in the Bypass mode.

Note

- If you have selected OHP transparencies or thick paper in "Special paper", you cannot make copies to be delivered face down.

6. Specifications

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, see the following table.

○	means that these modes can be used together.
●	means that these modes cannot be used together. The second mode selected will be the mode you're working in.
×	means that these modes cannot be used together. The first mode selected will be the mode you're working in.

The following shows the combinations of functions.

Function	Function selected after	
	Function	Function
Original Orientation (Standard Orientation)	○	○
Batch Mode	○	○
Mixed Sizes	○	○
Custom Size Originals	○	○
Face Up	○	○
Bypass Tray	○	○
Auto Image Density	○	○
Manual Image Density	○	○
Original Type Setting	○	○
Auto Paper Select	○	○
Manual Paper Select	○	○
Reduce/Enlarge	○	○
Create Margin	○	○
Zoom	○	○
Auto Reduce/Enlarge	○	○
Size Magnification	○	○
Directional Magnification(%)	○	○
Directional Size Magnification(mm)	○	○
Sort	○	○
Rotate Sort	○	○
Stack	○	○
Punch	○	○
1 Sided-2 Sided/2 Sided-2 Sided	○	○
1 Sided Combine	○	○
2 Sided Combine	○	○
Book-1 Sided	○	○
Book-2 Sided	○	○
Front & Back-2 Sided	○	○
Book-1 Sided	○	○
Book-2 Sided	○	○
1 Sided-1 Sided	○	○
1 Sided-Booklet	○	○
2 Sided-Booklet	○	○
1 Sided-Magazine	○	○
2 Sided-Magazine	○	○
Repeat	○	○
Double Copy	○	○
Centering	○	○
Scanning Position	○	○
Border Erase	○	○
Center Erase	○	○
Center/Border Erase	○	○
3 Edges Full Bleed	○	○
Inside Erase	○	○
Outside Erase	○	○
Margin Adjustment	○	○
Background Numbering	○	○
Presets Stamp	○	○
User Stamp	○	○
Date Stamp	○	○
Page Numbering	○	○
Covers	○	○
Designate	○	○
Chapter	○	○
Blank Slip Sheets	○	○
Slip Sheets	○	○
Document Server	○	○

*1 You cannot use Top 2 of Staple position together with Standard Punch position. You cannot use Top, Top Slant or Bottom together with 90° turn Punch position.

Supplementary Specifications

❖ **Batch Mode**

In the Batch mode, you cannot switch between 1-sided originals and 2-sided originals in the middle of copying.

❖ **Mixed Size mode**

- Copy speed and scanning speed may be reduced.

❖ **Bypass Tray Copy**

- The following paper sizes can be selected.

A3, A4, A5, A6, B4, B5, B6, 11 × 17, Legal(8¹/₂ × 14), Letter(8¹/₂ × 11), 5¹/₂ × 8¹/₂, Executive(7¹/₄ × 10¹/₂), 8 × 13, 8¹/₂ × 13, 8¹/₄ × 13, 11 × 14, 11 × 15, 10 × 14, 10 × 15, 8¹/₄ × 14, 8 × 10¹/₂, 8 × 10, 12 × 18, 8K, 16K

- The number of paper you can set in the bypass tray depends on the paper type. If the number of the paper set exceeds the one in the table below, paper misfeed may occur or copies may be skewed.

Paper type	Number
Thick paper (105/157g/m ²)	30 sheets
Thick paper (157/216g/m ²)	20 sheets
Translucent paper	50 sheets
OHP transparencies	50 sheets

❖ **Preset Enlarge/Reduce**

 **Note**

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows.

❖ **Metric version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3, A6→A4, B6→B4
141 (enlarge area by 2)	A4→A3, A5→A4, A6→A5, B5→B4, B6→B5
122	F→A3, A4→B4
115	B4→A3

Ratio (%)	Original → Copy paper size
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $\frac{1}{2}$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $\frac{1}{4}$)	A3→A5, F→A5

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 11'' \times 17''$
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$8\frac{1}{2}'' \times 11'' \rightarrow 11'' \times 17''$
121	$8\frac{1}{2}'' \times 14'' \rightarrow 11'' \times 17''$
93	--
85	F→ $8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	$11'' \times 15'' \rightarrow 8\frac{1}{2}'' \times 11''$
65	$11'' \times 17'' \rightarrow 8\frac{1}{2}'' \times 11''$
50 (reduce area by $\frac{1}{4}$)	$11'' \times 17'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$

❖ Zoom

- The reproduction ratio that you can specify are 25–400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Auto Reduce/Enlarge

- The reproduction ratio that you can specify are 25–400%.

❖ Size Magnification














- If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.
- The reproduction ratio that you can specify are 25–400%.

❖ **Directional Size Magnification**

- The reproduction ratio that you can specify are 25–400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of the size of the original or copy paper. However, depending on the setting and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

❖ **Sort**

The number of copies that can be placed on the tray is as follows. When the number of copies exceeds the capacity, remove copies from the tray.

	Paper Size and Direction	Number of Copies
Copy tray	B4 or smaller, A4 or larger	500 sheets
	A3, B5 or smaller	250 sheets
Shift tray	A4  , B5  , 8 1/2" × 11"  	1,000 sheets (80g/m ²) (20 lb.)
	A3  , B4  , A5  , 11" × 17"  , 8 1/2" × 14"  , 12" × 18" 	500 sheets (80g/m ²) (20 lb.)
	A5  , 5 1/2" × 8 1/2"  	100 sheets (80g/m ²) (20 lb.)

	Paper Size and Direction	Number of Copies
Finisher 3000B	Finisher Upper Tray A4 ☐☐, B5 ☐☐, A5 ☐☐, B6 ☐☐, A6 ☐☐, 8 ¹ / ₂ " × 11" ☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	500 sheets (80g/m ²) (20 lb.)
	A3 ☐☐, B4 ☐☐, 11" × 17" ☐☐, 8 ¹ / ₂ " × 14" ☐☐	250 sheets (80g/m ²) (20 lb.)
	Finisher Shift Tray A4 ☐☐, B5 ☐☐, 8 ¹ / ₂ " × 11" ☐☐	3,000 sheets (80g/m ²) (20 lb.)
	A3 ☐☐, B4 ☐☐, A4 ☐☐, B5 ☐☐, 11" × 17" ☐☐, 8 ¹ / ₂ " × 14" ☐☐, 8 ¹ / ₂ " × 11" ☐☐	1,500 sheets (80g/m ²) (20 lb.)
	A5 ☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	500 sheets (80g/m ²) (20 lb.)
	A5 ☐☐, 8 ¹ / ₂ " × 11" ☐☐	100 sheets (80g/m ²) (20 lb.)
Finisher 3000M	Finisher Upper Tray A4 ☐☐, B5 ☐☐, A5 ☐☐, B6 ☐☐, 8 ¹ / ₂ " × 11" ☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	250 sheets (80g/m ²) (20 lb.)
	A3 ☐☐, B4 ☐☐, 11" × 17" ☐☐, 8 ¹ / ₂ " × 14" ☐☐, 12" × 18" ☐☐	50 sheets (80g/m ²) (20 lb.)
	Finisher Shift Tray A4, 8 ¹ / ₂ " × 11" ☐☐	3,000 sheets (80g/m ²) (20 lb.)
	A3 ☐☐, B4 ☐☐, A4 ☐☐, B5 ☐☐, 11" × 17" ☐☐, 8 ¹ / ₂ " × 14" ☐☐, 8 ¹ / ₂ " × 11" ☐☐, 12" × 18" ☐☐	1,500 sheets (80g/m ²) (20 lb.)
	A5 ☐☐	500 sheets (80g/m ²) (20 lb.)
	A5 ☐☐, B6 ☐☐, 8 ¹ / ₂ " × 11" ☐☐	100 sheets (80g/m ²) (20 lb.)

	Paper Size and Direction	Number of Copies
Booklet Finisher	Finisher Upper tray A4 ☐☐, B5 ☐☐, A5 ☐☐, B6 ☐☐, 8 ¹ / ₂ " × 11" ☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	250 sheets (80g/m ²) (20 lb.)
	A3 ☐, B4 ☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐, 12" × 18" ☐	50 sheets (80g/m ²) (20 lb.)
	Finisher shift tray 1 A4 ☐☐, B5 ☐☐, A5 ☐, 8 ¹ / ₂ " × 11" ☐☐	500 sheets (80g/m ²) (20 lb.)
	A3 ☐, B4 ☐, 11" × 17" ☐, 11" × 14" ☐, 8 ¹ / ₂ " × 14" ☐, 12" × 18" ☐	250 sheets (80g/m ²) (20 lb.)
	A5 ☐, B6 ☐, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐	100 sheets (80g/m ²) (20 lb.)
	Finisher Shift Tray 2 A4 ☐, 8 ¹ / ₂ " × 11" ☐	2, 500 sheets (80g/m ²) (20 lb.)
	A3 ☐, B4 ☐, A4 ☐, B5 ☐☐, 11" × 17" ☐, 8 ¹ / ₂ " × 14" ☐, 8 ¹ / ₂ " × 11" ☐☐, 12" × 18" ☐	1, 250 sheets (80g/m ²) (20 lb.)
	A5 ☐	500 sheets (80g/m ²) (20 lb.)
	A5 ☐, B6 ☐ or 8 ¹ / ₂ " × 11" ☐	100 sheets (80g/m ²) (20 lb.)

*1 Place paper into the bypass tray.

 **Note**

- ☐ When using the Rotate Sort or Staple functions, the capacity may be reduced.
- Paper sizes and orientations that can be used in the Sort function are A3 ☐, B4 ☐, A4 ☐☐, B5 ☐☐, A5 ☐☐, 11" × 17" ☐, 8¹/₂" × 14" ☐, 8¹/₂" × 11" ☐☐ and 5¹/₂" × 8¹/₂" ☐☐.
- Paper sizes and orientations that can be used in the Rotate Sort function are A4 ☐☐, B5 ☐☐, A5 ☐☐, 8¹/₂" × 11" ☐☐ and 5¹/₂" × 8¹/₂" ☐☐.

- Paper sizes and orientations that can be used in the Shift Sort function are as follows.

	Paper Size and Orientation
Shift tray	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Finisher 3000B	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Finisher 3000M	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Booklet Finisher	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"

❖ Stack

- Paper sizes and orientations that can be used in the Stack function are as follows.



















	Paper Size and Orientation
Shift tray	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Finisher 3000B	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Finisher 3000M	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"
Booklet Finisher	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2"

❖ Staple

The following types of paper cannot be stapled.











- Postcards
- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Thin paper
- Curled paper
- Paper of low stiffness
- Paper of mixed sizes (paper of differing horizontal dimensions, such as A4 and A3)

In the following cases, the copies will be delivered to the shift tray without stapling.















- When memory reaches 0% during copying.
- When using Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided" or "2 Sided → 2 Sided" in Combine mode, select  original for  copy and  original for  copy.
- When using Double copies, or "1 Sided 2 Pages→ 1 Sided Combine" and "1 Sided 4 Pages→ 2 Sided Combine" in Combine mode, select  original for  copy and  original for  copy.
- When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select  original for  copy and  originals for  copy.
- If you use the Auto Paper Select function in the Mixed Size mode, the machine selects the proper size of paper and staples it even if you place different sizes of originals. Set the size of paper you want to use in the paper tray beforehand. The sizes of the paper you can staple in the Mixed Size mode are as follows.
 - A3 and A4 
 - B4  and B5 
 - 11 × 17 and Letter (8¹/₂ × 11)

The sizes and orientations of the paper you can staple and the stapler capacity are as follows.















❖ **Finisher 3000B**

Paper Sizes and Orientations	Stapler Capacity
A4  , B5  , 8 ¹ / ₂ " × 11" 	100 sheets
A3  , B4  , A4  , B5  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 8 ¹ / ₂ " × 11" 	30 sheets

❖ **Finisher 3000M**











Paper Sizes and Orientations	Stapler Capacity
A4  , B5  , 8 ¹ / ₂ " × 11"  , 5 ¹ / ₂ " × 8 ¹ / ₂ " 	50 sheets
A3  , B4  , 11" × 17"  , 8 ¹ / ₂ " × 14" 	30 sheets
A4  /A3  , B5  /B4  , 8 ¹ / ₂ " × 11"  , 11" × 17" 	30 sheets

❖ Booklet Finisher






Paper Sizes and Orientation	Stapler Capacity
A4  , B5  , 8 1/2" × 11"  , 5 1/2" × 8 1/2" 	50 sheets
A3  , B4  , 11" × 17"  , 8 1/2" × 14" 	30 sheets
A4  / A3  , B5  / B4  , 8 1/2" × 11"  , 11" × 17" 	30 sheets

- When the number of copies exceeds the capacity, copying stops. In this case, remove the copies from the tray, and then resume copying. The finisher capacities after stapling are as follows.

❖ Finisher 3000B

Paper Sizes and Orientation	Number of the Sheets	Number of the Stapled Copies
A4  , B5  , 8 1/2" × 11" 	10~100 sheets	30~200 sets
	2~9 sheets	150 sets
A3  , B4  , A4  , B5  , 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 	10~50 sheets	30~150 sets
	2~9 sheets	150 sets

❖ Finisher 3000M

Paper Sizes and Orientation	Maximum Number of the Sheets	Maximum Number of the Stapled Copies
A4  , 8 1/2" × 11" 	10~50 sheets	60~300 sets
	2~9 sheets	300 sets
A4  , B5  , 8 1/2" × 11" 	10~50 sheets	30~150 sets
	2~9 sheets	150 sets
Other size paper	10~30 sheets	50~150 sets
	2~9 sheets	150 sets
In the Mixed Size mode	2~30 sheets	50 sets

◆ **Booklet Finisher**

Paper Sizes and Orientation		Maximum Number of the Sheets	Maximum Number of the Stapled Copies
Finisher Tray 1			
A4 □, 8 1/2" × 11" □		10~50 sheets	10~50 sets
		2~9 sheets	50 sets
Other paper size		10~30 sheets	16~25 sets
		2~9 sheets	25 sets
In the Mixed Size Mode		2~30 sheets	16 sets
Finisher Tray 2			
A4 □, 8 1/2" × 11" □		10~50 sheets	50~250 sets
		2~9 sheets	250 sets
A4 □, B5 □ □, 8 1/2" × 11" □		10~50 sheets	25~125 sets
		2~9 sheets	125 sets
Other paper size		10~30 sheets	40~125 sets
		2~9 sheets	125 sets
In the Mixed Size Mode		2~30 sheets	50 sets
Saddle Stitch	A4 □, 8 1/2" × 11" □	2~5 sheets	25 sets
		6~10 sheets	15 sets
		11~15 sheets	10 sets
	Other paper size	2~5 sheets	30 sets
		6~10 sheets	20 sets
		11~15 sheets	10 sets

You cannot change the stapling positions during copying.

When the original image is rotated, the stapling direction turns by 90°.

When “Top” or “Bottom” is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

Depending on the settings of stapling, you cannot use the Rotate function.











When “Saddle Stitch” is selected, the copies are stapled with the saddle stitch stapler, folded in half and then delivered.

When “Saddle Stitch” is selected with the “Magazine” function, the copies are stapled with the saddle stitch stapler, folded like a magazine and then delivered.











◆ Punch

- Depending on the settings of the Punch function, the Rotate function cannot be used.
- Since punch holes are made in each copy, the punch hole positions vary slightly.
- Punchable paper sizes are as follows.

◆ Booklet Finisher, Finisher 3000M

Punch kit type			
2 & 4 holes type	2 holes		A3–A5, 11" × 17"–5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	4 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"
4 holes type	4 holes		A3–A5, 11" × 17"–5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
2 & 3 holes type	2 holes		A3–A5, 11" × 17"–5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	3 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"

◆ Finisher 3000B

Punch kit type			
2 & 4 holes type	2 holes		A3–A5, 11" × 17"–5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	4 holes		A3, 11" × 17"
			A4, 8 ¹ / ₂ " × 11"
4 holes type	4 holes		A3–B5, 11" × 17"–8 ¹ / ₂ " × 11"
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
2 & 3 holes type	2 holes		A3–A5, 11" × 17"–5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4–A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	3 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"

❖ Duplex

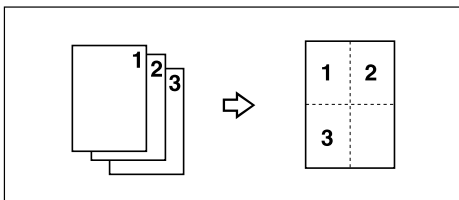
You cannot use the following copy paper with this function:

- Paper smaller than A5, $5\frac{1}{2}'' \times 8\frac{1}{2}''$
- Paper thicker than $90\text{g}/\text{m}^2$, 24 lb.
- Paper thinner than $64\text{g}/\text{m}^2$, 20 lb.
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies
- Postcards
- Envelopes

When an odd number of originals is set in the optional document feeder, the back of the last page of copied paper is blank. During copying, the image is shifted to allow for the binding margin. The image quality of the front and back of copies might be different.

❖ Combine

- If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- The reproduction ratios that you can specify are 25–400%.
- If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



❖ Copying Book Originals

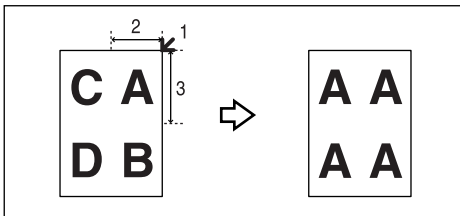
- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%
- If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- The copying to make a magazine may take some time after scanning originals.
- If the Booklet Finisher is installed and you select "Magazine" and "Staple (Saddle Stitch)", the copies are stacked, stapled at the center, folded in half automatically and then delivered.

❖ Repeat

Depending on the paper size, ratio, and orientation of the paper, parts of repeated images may not be copied.

- If you use this function with "Custom Size Original", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass. ⇒ p.14 "Placing Custom Size Originals"



1. Base point
2. Horizontal length
3. Vertical length

❖ Centering

Though the original is set to a different orientation than the paper, the machine will not rotate the image by 90° (Rotate copy).

❖ Margin Adjustment

If you set a binding margin that is too wide, part of the image may not be copied. When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

❖ **Erase**

The width of the erased margin varies depending on the reproduction ratio. If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

- Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3, B4, A4, B5, A5, 8 1/2" × 14", 8 1/2" × 13"
Document feeder	A3, B4, A4, B5, A5, 8 1/2" × 13"

- Inch version

Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10" × 14", 8" × 10"
Document feeder	11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10" × 14", 5 1/2" × 8 1/2"

You can erase two parts by using "Erase Inside 1" together with "Erase Inside 2"

❖ **Background Numbering**

If the numbers overlap the copied image, the parts overlapped may look like some pattern

❖ **Preset Stamp**

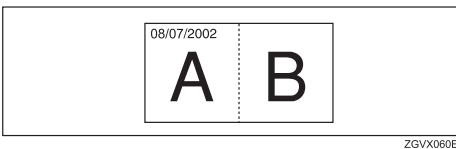
You can change the size and density of the stamp with the User Tools. Depending on the setting, colour density may change.

Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.

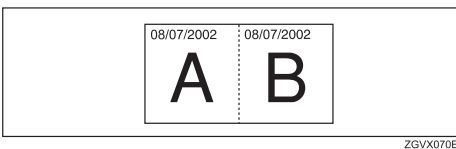
When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.

❖ **Date Stamp**

- When using the Combine mode, the date stamp is printed as follows.



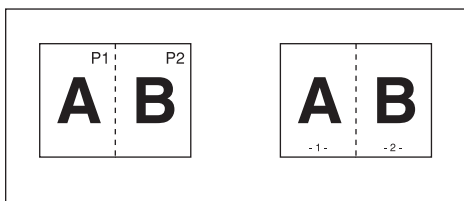
- When using Booklet or Magazine, the date stamp is printed as follows.



❖ Page Numbering

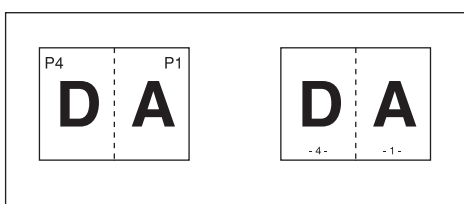
When page numbering is used with Combine mode, page numbers are printed as follows.

- Page Numbering per original:
Combined with 1 Sided/2 Sided in the Combine function



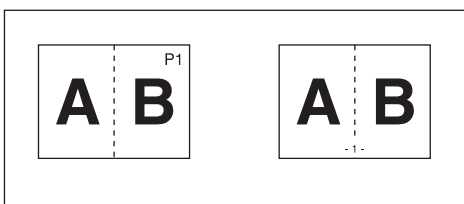
GCANPE0E

Combined with Booklet or Magazine



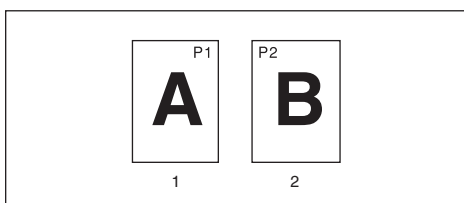
AGVX050E

- Page Numbering per copy:
Combined with 1 Sided/2 Sided in the Combine function



GCANPE2E

If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



GCSTMPBE

1: Front

2: Back

❖ **Front Cover, Front/Back Cover**

- In "Cover Sheet Tray" of the User Tools (System Settings), if you selected "At Mode Selected" for the "Display Time" setting, the machine refers to the settings in "Cover Sheet Tray" about whether the front and back covers are copied 1-sided or 2-sided. If you selected "Full Time" for "Display Time", the machine refers to the settings in "Paper Type" about whether the front and back covers are copied 1-sided or 2-sided. ⇒ "Paper Type" and "Cover Sheet Tray" in the General Settings Guide
- If Blank mode is selected, the cover will not be counted as a copy.

❖ **Designate**

When "Combine (1Sided→2 Sided)" has been selected, the specified pages will always be copied onto the front of copies in the same way as Chapters mode.

❖ **Slip Sheets**

When not copying onto slip sheets, the sheets will not be counted as copies.

INDEX

- 1 sided → 2 sided, 43
- 1 sided combine
 - 1 sided 2 pages → combine 1 side, 45
 - 1 sided 4 pages → combine 1 side, 45
 - 1 sided 8 pages → combine 1 side, 45
 - 2 sided 1 page → combine 1 side, 45
 - 2 sided 2 pages → combine 1 side, 45
 - 2 sided 4 pages → combine 1 side, 45
- 2 sided → 2 sided, 43
- 2 sided combine
 - 1 sided 16 pages → combine 2 side, 47
 - 1 sided 4 pages → combine 2 side, 47
 - 1 sided 8 pages → combine 2 side, 47
 - 2 sided 16 pages → combine 2 side, 48
 - 2 sided 4 pages → combine 2 side, 47
 - 2 sided 8 pages → combine 2 side, 47
- 2-sided paper, 9

A

- Accessing user tools
 - copy/document server features, 98
- Adjusting
 - copy image density, 22
- Auto
 - image density, 22
 - paper select, 24
 - paper select priority, 91
 - reduce/enlarge, 29
 - start, 16
 - tray switching, 99
- Auto paper select, 25

B

- Basic procedure, 15
- Batch mode, 12
- Border erase, 59

C

- Center/border erase, 61
- Center erase, 60
- Change
 - stamp position, 68, 71
 - style of date, 71

Changing

- number of sets, 39
- stamp density, 66
- stamp position, 73
- stamp position, size and density, 66
- stamp size, 66
- stored program, 84

Check Modes key, iv

Clear Modes key, iv

Clear/Stop key, v

Colour

- adjustment/program, 83

Combination chart, 111

Combined auto and manual image density, 22

Control panel, iv

Copy/document server features, 91

Copy functions, 22

- 1 sided combine, 45

- 2 sided combine, 47

- adjusting copy image density, 22

- auto reduce/enlarge, 29

- centering, 56

- covers, 75

- date stamp, 70

- directional magnification (%), 30

- directional magnification (mm), 31

- double copies, 55

- duplex, 43

- image repeat, 54

- margin adjustment, 64

- page numbering, 71

- preset reduce/enlarge, 27

- preset stamp, 65

- S, 35

- selecting copy paper, 24

- selecting original type setting, 23

- series copies, 48

- size magnification, 30

- slip sheets, 78

- sort, 32

- stack, 34

- user stamp, 67

- zoom, 28

Copying, 15

- auto start, 16

- interrupt copy, 16

- job preset, 17

- original beeper, 16

Copying from bypass tray
 onto custom size paper, 20, 21
 onto special paper, 21
 onto standard size paper, 21

Covers

Front, 75
 front/back, 75

Create margin mode, 27

D

Date stamp, 106
 change position, 71
 change style, 71
 font, 107
 position, 107
 position and original orientation, 70
 size, 107
 stamp format, 107
 superimpose, 107

Deleting

program, 84
 user stamp, 69

Direction-fixed paper, 9

Display panel, iv

Document server, 80

E

Edit, 93, 103
 1 sided→2 sided auto margin –
 T to B, 103
 1 sided→2 sided auto margin –
 T to T, 103
 back margin – left/right, 103
 back margin – top/bottom, 103
 copy order in combine, 105
 double copies separation line, 104
 erase border width, 103
 erase center width, 104
 erase original shadow in combine, 103
 front cover copy in combine, 105
 front margin – left/right, 103
 front margin – top/bottom, 103
 image repeat separation line, 104
 separation line in combine, 104

Energy Saver key, iv

Erase, 58
 border, 58
 border width, 103
 center, 58
 center/border, 58
 center width, 104
 original shadow in combine, 103

Exiting from user tools, 99

F

Font, 106
Format, 106
Function keys, v
Function Status indicator, v

G

General features, 91, 92, 99, 101, 102
 auto paper select priority, 99
 auto tray switching, 99
 change initial mode, 101
 copy function key, 101
 copy orientation in duplex mode, 101
 document server storage key, 102
 duplex mode priority, 101
 job end call, 101
 max. copy quantity, 101
 *original orientation in duplex
 mode*, 101
 original type display, 100
 original type priority, 100
 paper display, 100
 tone – original remains, 101

Generation copy, 23

I

Indicators, iv

Input/Output, 96
 auto sort, 108
 letterhead setting, 109
 memory full auto scan restart, 108
 rotate sort – auto paper continue, 107
 SADF auto reset, 107
 select stack function, 109
 switch to batch (SADF), 107

Input/Output 1/2, 107

Interrupt key, iv

K

Key

- check modes*, iv
- clear modes*, iv
- clear/stop*, v
- energy saver*, iv
- interrupt*, iv
- program*, iv
- sample copy*, v
- # (sharp)*, v
- start*, v
- user tools/counter*, iv

M

- Main power indicator, iv
- Manual image density, 22
- Manual paper select, 25
- Messages, 85
- Missing image area, 8
- Mixed size mode, 13

N

- Non-recommended originals for document feeder, 5
- Number keys, v

O

- OHP transparencies, 78
- Operation switch, v
- Original
 - beeper*, 16
 - combine*, 46
 - copy direction*, 43
 - direction and completed copies*, 44
 - orientation*, 10
 - orientation in duplex mode*, 101
 - type display*, 100
 - type priority*, 100
- Originals, 5

P

- Page numbering, 107
 - duplex back page stamping position*, 107
 - first printing page*, 73
 - font*, 107
 - page numbering in combine*, 107
 - position*, 73
 - position and original orientation*, 67

- size*, 107
- stamp format*, 107
- stamp on designated slip sheet*, 107
- stamp position*, 107
- start number*, 73
- superimpose*, 107

Pale, 23

Photo, 23

Placing

- custom size originals*, 14
- originals*, 5, 10, 11, 14
- originals in document feeder*, 11
- originals on exposure glass*, 11

Preset stamp, 105

- changing density*, 66
- changing position*, 66
- changing size*, 66
- format*, 106
- language*, 105
- position*, 106
- position and original direction*, 66
- priority*, 105

Program key, iv

Programs, 83

Punching copies, 40

R

Recalling a program, 84

Reproduction ratio, 92, 93, 102

- enlarge*, 102
- priority setting – enlarge*, 102
- priority setting – reduce*, 102
- ratio for create margin*, 102
- reduce*, 102
- R/E priority*, 103
- shortcut R/E*, 102

Rotated copy, 26

S

SADF mode, 13

Sample copy, 39

Sample copy key, v

Screen contrast knob, iv

Selecting

- copy paper*, 24
- original type setting*, 23

Series copies

- book → 1 sided*, 48
- book → 2 sided*, 49
- front & back → 2 sided*, 49

(sharp) key, v
Size, 106
Sizes
 detectable by auto paper select, 6
 difficult to detect, 7
 of recommended originals, 5
Sort, 32
 rotate sort, 32
 shift sort, 33
Specifications, 111
Stack, 34
Stamp, 105
 date stamp, 70
 format, 106
 language, 105
 page numbering, 71
 position, 106
 position and original orientation, 67, 70, 72
 preset stamp, 65
 priority, 105
 setting, 106
 user stamp, 67
Stapling position and original setting, 35
Start key, v
Storing
 originals, 80
 program, 83
Superimpose, 106
Supplementary specifications, 112
 auto reduce/enlarge, 113
 bypass tray copy, 112
 centering, 123
 combine, 122
 date stamp, 124
 duplex, 122
 eirectional size magnification, 114
 erase, 124
 front/back cover, 126
 front cover, 126
 margin adjustment, 123
 page numbering, 125
 preset enlarge/reduce, 112
 preset stamp, 124
 repeat, 123
 size magnification, 113
 sort, 114
 staple, 117
 zoom, 113

T

Text, 23
Tone – original remains, 101
Troubleshooting, 85
 memory is full, 89
 you cannot make clear copies, 86
 you cannot make copies as you want, 87
 your machine does not operate as you want, 85
Types of duplex copies, 1

U

User stamp, 106
 changing position, 68
 delete, 69
 format, 106
 position, 106
 position and original orientation, 67
 program, 68
 program/delete, 106
User tools, 91
User Tools/Counter key, iv

W

Weights of recommended originals, 5
What you can do with this machine, 1